What you will learn.
Our environment is th
world around us. We, as hu
both live in and form part
environment. We are affected
and changing

Turnitin Instructor User Manual

Chapter 1: Getting Started

Updated March 2, 2009

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Introduction

Welcome to Turnitin. Turnitin provides plagiarism prevention services, class management tools, and paperless digital grading products to educational institutions around the world.

This user guide provides thorough explanations of the features and products found in the Turnitin website that are available for use by instructors.

Turnitin products that may be available based on the purchase made by an institution include:

- Plagiarism Prevention - submitted papers are compared for matches or similar text to information in available repositories used by Turnitin. The results of this comparison are made available in the easy to read format of the Originality Report
- GradeMark digital assessment - student submissions are digitally marked and reviewed by the instructor in a paperless environment. Students are then able to view the results by logging into their Turnitin user profile
- Peer Review - student submissions are assigned to peers for review based on a series of topic and metric questions created by the instructor. Peer reviews can be anonymous or attributed
- GradeBook - an online tool allowing instructors to track student performance in a class and provide this information to students

Creating a User Profile

All users on the Turnitin system must create a user profile. If the user has previously registered on Turnitin, is an account administrator, or received an e-mail that indicates having been added to an account this section can be skipped. Users with existing profiles should skip to the *Logging In* section of this chapter.

If the user is new to Turnitin and has not been added to an account by the account administrator, an instructor profile must be created. To create an instructor profile, the account ID number and account join password are required. This information is needed to authorize a user to join the Turnitin account.

Note: The account ID and account join password may only be distributed by the Turnitin account administrator for an institution. Instructors wishing to access Turnitin must contact the appropriate personnel at the institution to receive the account ID and join password. Account administrators may distribute this data or may automatically enroll instructors via e-mail. Turnitin staff cannot distribute this information to any user.

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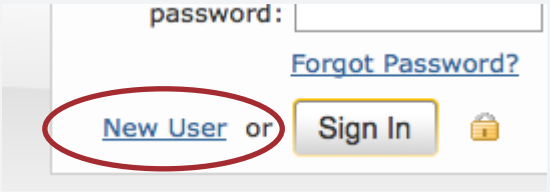
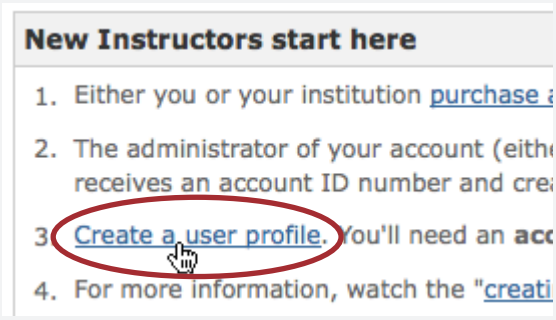
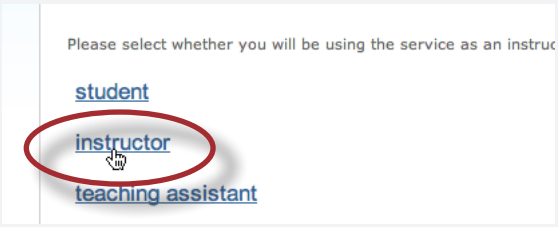
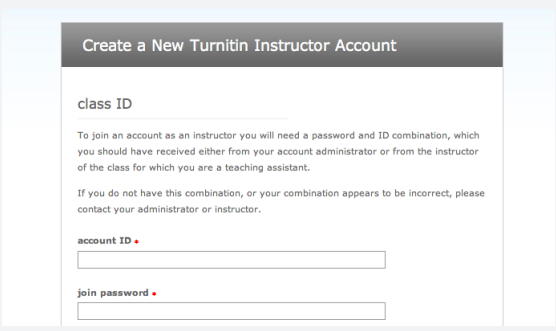
To create a user profile:	
1. Go to www.turnitin.com and click on the *New User* link next to the *Sign In* button	
2. Under the *New Instructors start here* section click on the *Create a user profile* link	
3. Click on the *instructor* link	
4. The Create a New Turnitin Instructor Account form must be completed	
5. Enter the account ID number and account join password for the institutional account	
6. Enter the user first name, last name, and a valid e-mail address to use as the login for Turnitin	

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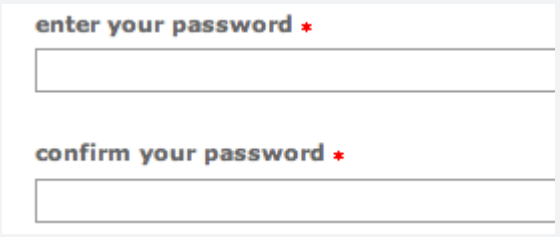
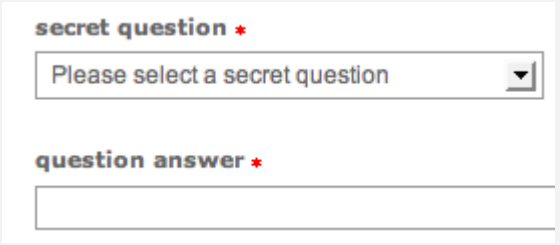
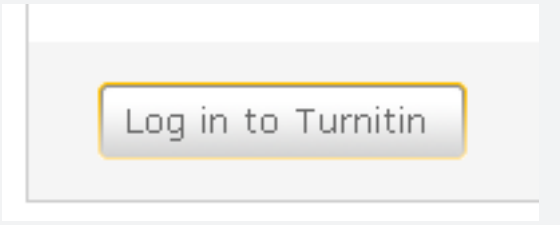
To create a user profile:	
7. Select a password for logging in. The password must be six to twelve characters including at least one letter and one number. The password is case sensitive.	
8. Select a secret question from the pull down menu and enter the answer. This answer is not case sensitive. Click on *next* to continue	
9. To continue using Turnitin, the user must click on *I agree - - create profile* to access Turnitin	
10. To go directly to Turnitin, click on *Log in to Turnitin*	

Logging In

To begin using Turnitin, you must first log in. During login a cookie will be set on your web browser to allow Turnitin to authorize your access during use of the site. Please ensure that the web browser program you are using will allow the cookie to be set by our site, www.turnitin.com. Please refer to the help or support information for your web browser for more information on allowing cookies.

If the instructor is logging into a profile using a temporary password received via e-mail, the system will require a confirmation of the user information. New users must also set a personal password and secret question/answer information. The new password that is set by the user will replace the temporary password and will be required for all future login attempts.

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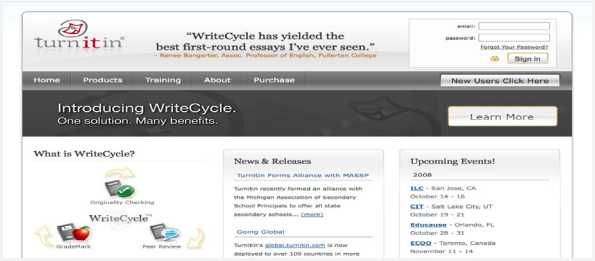
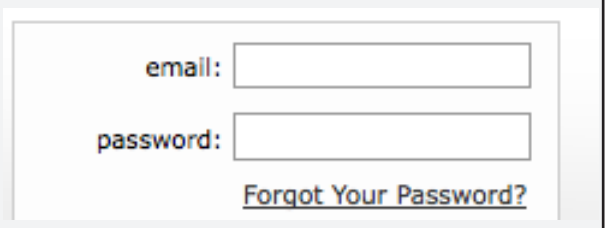
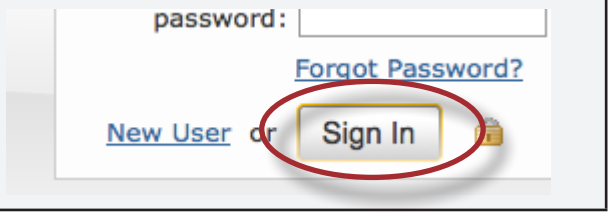
To login to Turnitin:	
1. Go to www.turnitin.com	
2. At the top right, enter the e-mail address and password associated with the instructor user profile	
3. Click the *Sign in* button to log into the Instructor homepage	

Note: A Secure Socket Layer (SSL) connection is used by default to login to Turnitin. To use an SSL connection throughout a session the user must go to https://www.turnitin.com and log in from there. To use a Secure Socket Layer (SSL) connection, make sure that the gold lock icon is displayed to the right of the *Sign in* button. To disable SSL connection, click on the gold lock icon, the icon will now be displayed as the gray opened lock icon representing Normal sign in. Before using a SSL connection, please ensure your browser is set up to enable SSL protocol. For assistance, please check your web browser help documents or consult your local computer technical support staff to ensure this option is available.

Resetting Your Password

If a Turnitin user password is forgotten or the initial user welcome e-mail is not received, the password can be reset via secret question or e-mail. To reset a password via e-mail, the user information must contain a valid e-mail address. Turnitin cannot send password reset information to any other e-mail.

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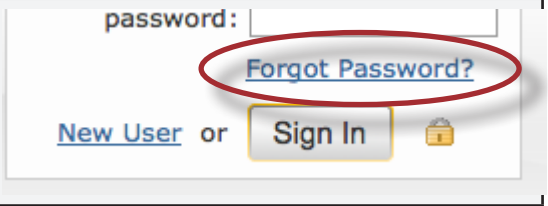
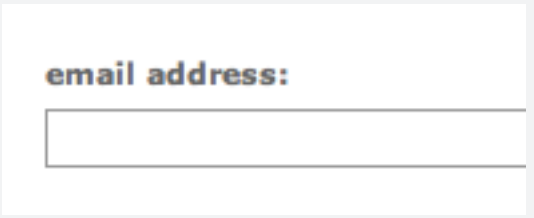
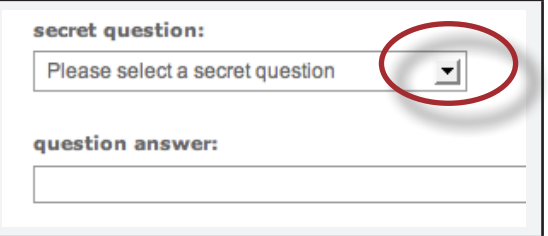
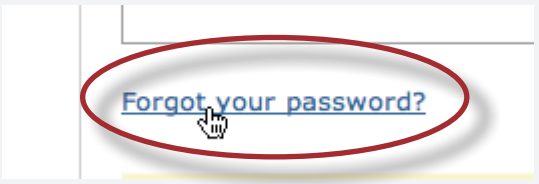
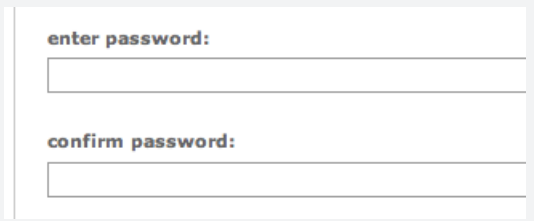
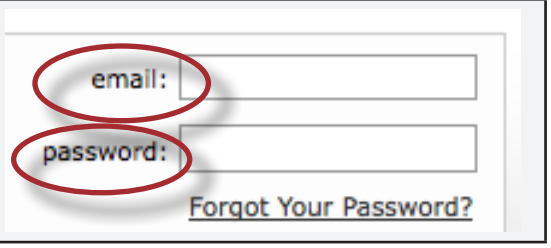
E-mail password reset:	
1. Go to www.turnitin.com	
2. Click on *Forgot Your Password?* above the *Sign In* button	
3. Enter the e-mail address associated with a Turnitin user profile and click on *next*	
4a. Select the secret question for the user profile and enter the answer in the field provided and click *next*	
4b. Or if you do not know the secret question/answer set for the user profile, click the link below labeled *click here* to have a link to a password reset sent via e-mail	
5. On the password reset page, you must enter a new password and log into Turnitin using the e-mail and new password for your profile	
6. Use the e-mail and new password for this user profile to log into Turnitin	

Warning: If you do not receive the e-mail containing the password reset link, make certain that the e-mail service is not filtering this e-mail from noreply@turnitin.com to spam or junk mail. Add noreply@turnitin.com to the e-mail contact list or contact your e-mail service for more information on ensuring this important password reset e-mail is able to be received.

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The Instructor Homepage

After logging in the instructor user is brought to the homepage. The instructor homepage provides access to many Turnitin features. The instructor homepage lists the accounts and classes the instructor has created and any class sections which the instructor has been assigned as the Teaching Assistant (TA) for.

If no accounts are listed, please see *Joining An Account* in the next section.

My Classes

The *my classes* tab leads back to the instructor homepage list of all accounts and classes controlled by the instructor.

User Info

A user profile contains personal information and user preferences. Click the *user info* button on the system bar to open the user profile options. The user information area is separated into two sections: personal information and user preferences.

Personal Information

In the personal information section of the user information page a user is shown a number of fields, many of which are optional and can be filled at the discretion of the user.

There are required fields which are listed here:
- User name (e-mail)
- Password
- Confirm password
- Secret question
- Question answer
- Last name
- First name

All other areas of the personal information section are optional.

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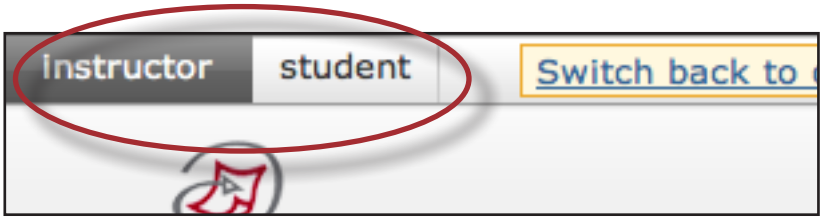
User Preferences

The user preferences section of a user profile affects how information within the profile account is presented and sets defaults for commonly used functions. User preferences include:

- **default user type** – select the type of user access to default to upon login
- **default submission type** – select a default submission type: file upload, bulk upload, or cut and paste
- **items per page** – select the number of items you would like displayed per page
- **show page info** – toggles the info messages at the top of each page on and off
- **send me e-mail updates** – choose yes to receive e-mail updates from Turnitin
- **use homepage link** – choose yes to create a homepage link. To set up a link, enter a link name and URL below.
- **default language** - select the language in which Turnitin will display by default for this user when logged in

Changing User Types

A single user profile can access multiple roles on any Turnitin account, including instructor, student, and administrator functions. To access the student or administrator homepage, you will need to change your user type in the top left hand corner of the web page. For more information on using the system as a specific user type, please refer to the corresponding User Guide.



Messages and Announcements

To view important Turnitin messages and announcements, click on the *messages* button on the system bar.

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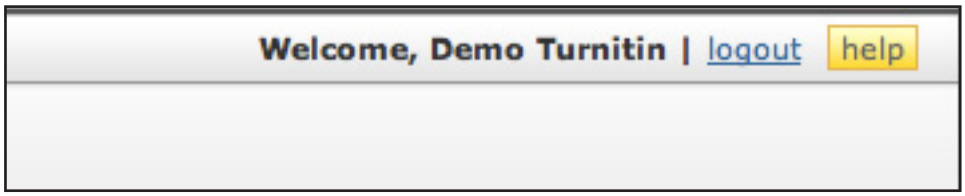
⚠ **Warning**: Urgent notifications may appear both on the messages page and on the Turnitin user homepage. These include messages announcing scheduled downtimes.

Information and Assistance

The yellow *help* button on the top right corner of the page allows a user to contact the helpdesk and send any questions or problems about Turnitin with a description of the question/problem. The Turnitin helpdesk will email you an answer to your question in a timely manner.



Knowledge Base - not currently available

The knowledge base is an area we have created for our users to search for help or information on specific aspects of using Turnitin. Frequently updated lists of the most common questions we receive are also available.

User Guides

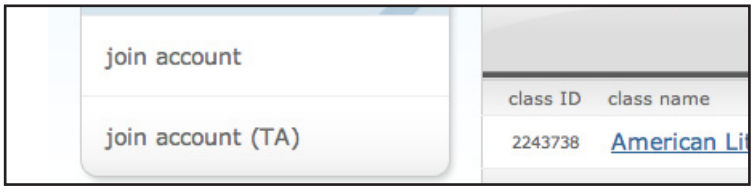
The user guides area links to a resource page providing downloadable versions of any of the Quick Start Guides and User Manuals for Turnitin.

Training Videos

Turnitin training videos allow institutions to reduce training time in the implementation of Turnitin. We provide new user videos for all user types, as well as in depth videos for specific products.

Join Account & Join Account(TA)

The join account and join account(TA) tabs allow an instructor to join an additional Turnitin account. Turnitin accounts may be separated by the institutional administrator into Departments or Campus level groups. Some instructors may need to join multiple departmental or campus accounts or may be employed by multiple institutions.



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The account ID and account join password for each account are required to add an additional account to an instructor's homepage.

To add a new section type class to a master class set, the TA must have the master class ID and TA join password for the master class. This is available from the master class instructor.

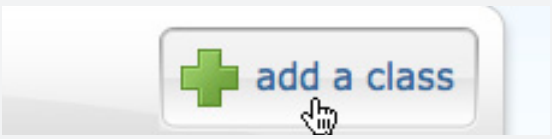
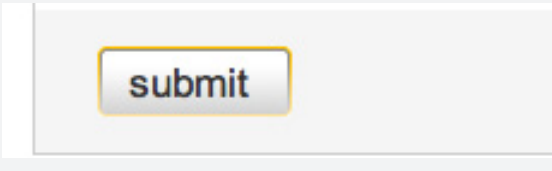
Creating classes on Turnitin

The creation of a class or classes on the Turnitin system is the first step in allowing an instructor and students to access and use the services available at their institution. Most instructor and student activity on Turnitin occurs within the class or classes created by an instructor.

The class is used by the instructor to organize students and student submissions into groups. A single class may be used for multiple courses but is typically not recommended due to the additional challenges this can create in organization.

A class and its assignments are fully available to the instructor between the date of the class creation and the selected expiration date. Once a class has expired, the information and assignments in the class are viewable but no new submissions or assignments may be made. The instructor is capable of extending the expired class to reactivate it.

New classes should be created each semester or school year when a new group of students is in a course. Assignments can be easily imported to a new class using the directions under the **Libraries** section of this user guide. This allows users to easily add assignment sets in a new course.

To create a class:	
1. Click the *add a class* button on your instructor homepage	
2. On the next screen enter the following information: • the name for the class • the class enrollment password	
3. Select the end date for the class. Once the end date has passed, the class will not be accessible for submissions unless the class is reactivated.	
4. Click *submit* to add the class. Class information will be displayed in a pop-up window containing the ID and enrollment password for confirmation	

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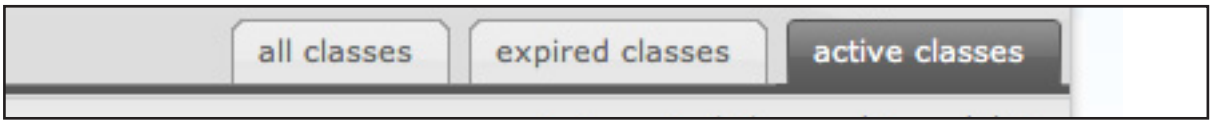
Expired Classes

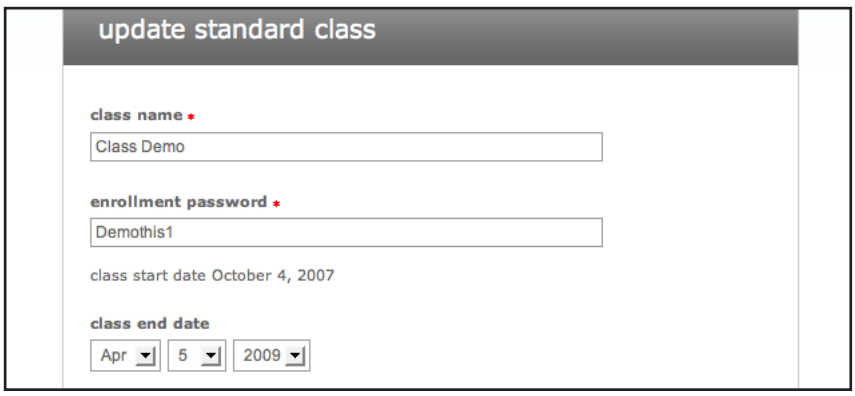
Every class created on Turnitin has an end date. When the end date is reached, the class expires and is limited to read only access. The students and instructor will no longer be able to submit papers or peer reviews, create assignments, or mark any of the papers using GradeMark.

When a class expires it no longer appears on the active classes list. To view expired classes only, click on the *expired classes* tab on the Turnitin instructor homepage. The *all classes* option available on the same pull down menu will list both active and expired classes.



Reactivating an Expired Class

An expired class can be only reactivated by the instructor. The *edit* icon can be used to reactivate the course by giving it a new end date. The instructor can change the end date of the class from the class update screen. Once the end date has been changed, the instructor must click on *submit* to save the new end date and reactivate the class.



Creating Assignments

All submissions by students are made to assignments in a Turnitin class. Assignments for a given class are created, displayed, and modified from the class homepage. To reach the class homepage, the instructor must click on the name of the class.

Note: An instructor with GradeMark or GradeBook available will be required to set a post date on an assignment. This post date and time must be after the start date and due date of the assignment.

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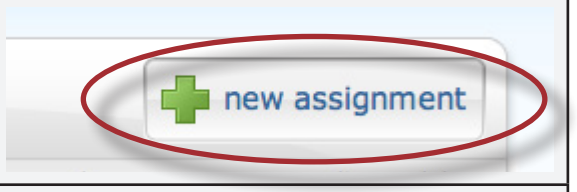
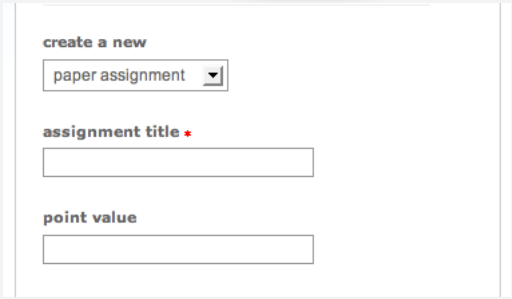
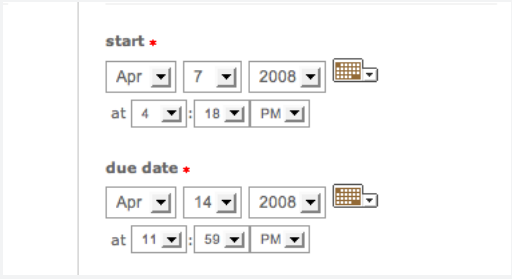
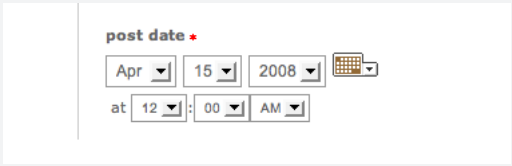
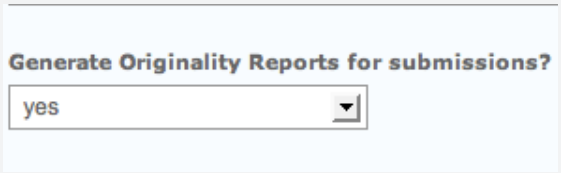
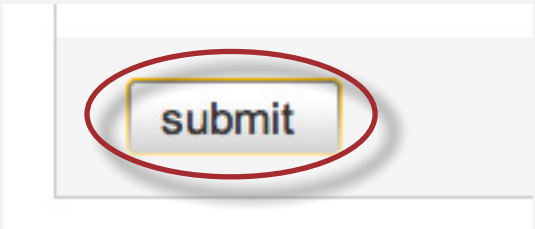
To create an assignment:	
1. Click on the class to open up the class portfolio. Then click on the *new assignment* button on the class portfolio.	
2. On the next page enter the following information: • assignment title • (optional) point value for GradeBook users)	
3. Select start and due dates for the assignment. Specific times are also selected. Students are only able to submit once the start date and time has passed. After the due date and time, students will be blocked from submitting papers unless late submissions are enabled	
3a. GradeMark and GradeBook users must select a *post date* for the assignment. The post date determines when marked papers or grades will be available for students to view. The *post date* must come after the due date of an assignment	
4. Select whether the assignment will create Originality Reports for submissions, by first clicking on the *more options* link and then locating the *Generate Originality Reports for submissions?* option. Use the pull-down menu to select no, if you do not want Reports generated for this assignment. The default is *yes*	
5. Click *submit* to finalize the assignment. It will appear on the class homepage. (Optional) The user may continue to the next step - Advanced Assignment Options - to select additional information before submitting the assignment	

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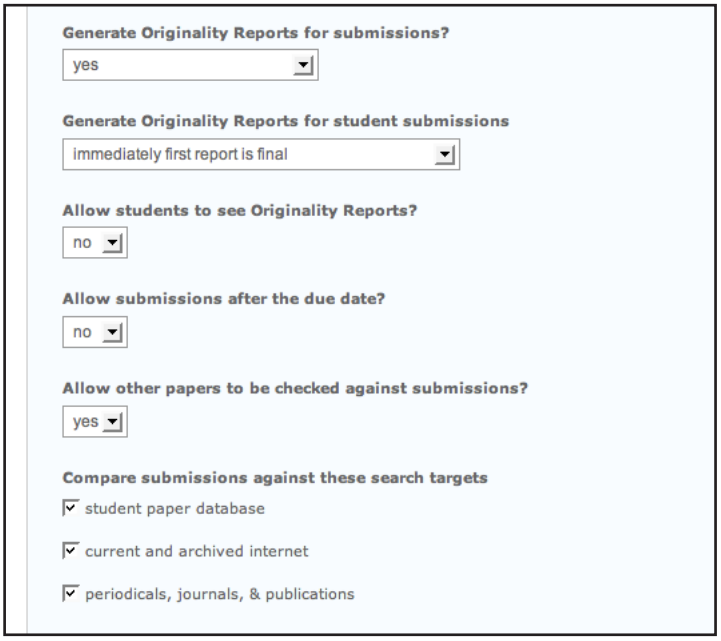
Advanced Assignment Options

When creating a paper assignment the user may select to view and change any of the advanced assignment options. The advanced assignment options are viewed by clicking on *more options* at the bottom of the assignment creation or assignment update page.


Generate Originality Reports for submissions?
yes
Generate Originality Reports for student submissions
immediately first report is final
Allow students to see Originality Reports?
no
Allow submissions after the due date?
no
Allow other papers to be checked against submissions?
yes
Compare submissions against these search targets
student paper database
current and archived internet
periodicals, journals, & publications

Advanced assignment options are listed and described below. When an advanced assignment option is changed the user may also select whether or not this change should be the future default for any new assignments created. This allows the user to automatically create all new assignments with their preference of advanced options rather than manually selecting the advanced options for every new assignment.

Available Assignment Options

Generate Originality Reports for student submissions -

- **immediately (first report is final)** - Originality Reports for all submissions will be generated immediately. Students cannot resubmit papers. Submissions must be deleted by the instructor to enable resubmission.

- **immediately (can overwrite reports until due date)** - Originality Reports for the initial submission by each student user to this assignment will be generated immediately. Students may resubmit as often as the student wishes until the assignment due date. Originality Reports for the second or subsequent submission will require a 24 hour delay before the Originality Report begins processing. Only the latest submission is available to the instructor or student. Previous versions are removed. Student submissions will compare against one another within the assignment on the due date and time, which may result in a change in the Originality Report similarity index and results at the due date and time. This option is typically used when students are self-reviewing and revising their submissions and able to view the Originality Report. No resubmissions are allowed after the due date and time of the assignment.

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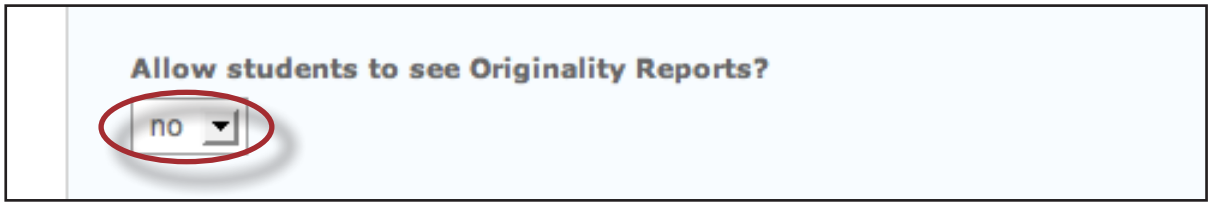
- **on due date** - Originality Reports will not be generated for any submission until the due date and time of the assignment. Students may resubmit as many times as needed until the due date and time without receiving reports. Resubmissions may not be made after the due date and time of the assignment.

Allow Students to see Originality Reports

This feature of assignment creation provides instructors with the ability to control the option to allow students to see Originality Reports within each created assignment. This option gives instructors more flexibility and control when creating assignments. Select *yes* to allow students to see the Originality Report for the assignment. The default setting is *no.*

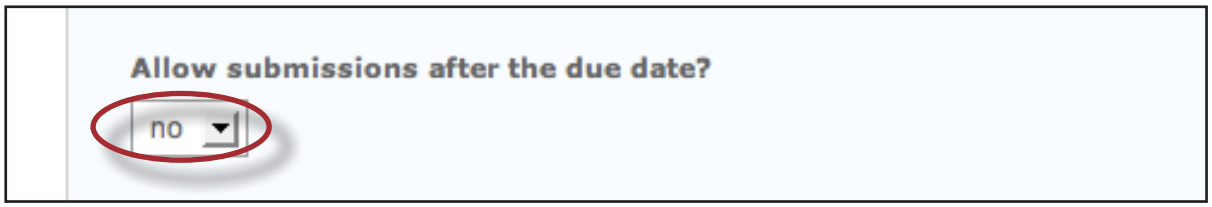


Late Submission

An instructor can enable submissions after the due date and time. To enable late submission, use the drop down menu next to *Allow submissions after the due date?* and select *yes*. The default setting is *no*. When enabled, students will be able to submit papers after the due date and time has passed as long as that student has not already submitted a paper to the assignment.

Student submissions after the due date and time will be marked with red text in the date column of the submission in the assignment inbox. A student cannot overwrite a submission past the assignment due date and time, even if the late submission option is enabled.

Note: Students self-enrolling in a course may accidentally enroll multiple times. Check to ensure that student names are not duplicated on the student list for the class. If there are multiple listings for a single student, the instructor may block or drop the extra student profiles to prevent confusion. Submissions made by dropped profiles will no longer be viewable by the instructor. See the Managing Students section of this manual for more directions on removing students from a class.



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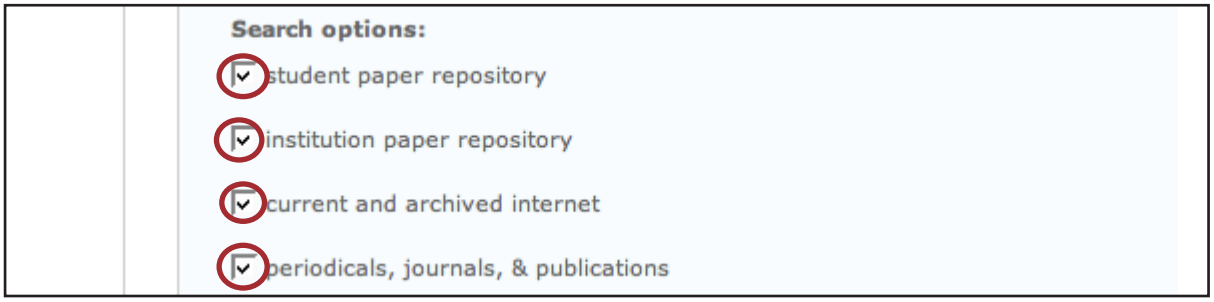
Repository options

If the repository options are enabled for an instructor 2 or 4 options will appear within the *Submit papers to:* pull-down menu. Instructors will be able to set the *Submit papers to* assignment option to store student papers in the standard paper repository, in the institution paper repository, no repository, or to allow students to choose between the standard paper repository or the institution paper repository.

Repository Sources for Similarity Reports

The instructor is able to select the available repository sources to compare submissions in the assignment against. This allows an instructor to disregard a source type if the comparison against this type of source is not needed.

The available search targets are listed under *Search options.* The targets with a check mark are those that will be searched. To remove a search target repository, click on the check box to remove the mark. Clicking on an empty selection box next to the repository will re-add the repository as a search target. This selection will not alter any currently generated Originality Reports or Overall Similarity Index scores.



Search targets

Currently available search targets are:

- **student paper repository** - works previously submitted in classes and assignments on Turnitin
- **institution paper repository** - a repository of student papers for the institution
- **current and archived internet** - a repository of archived and live publicly available internet pages containing billions of pages of existing content and tens of thousands of new pages added daily

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- **periodicals, journals, & publications** - third party periodical, journal, and publication content including many major professional journals, periodicals, and business publications

Changing Advanced Assignment Option Defaults

If any changes have been made to the advanced assignment options, an additional option will be available at the bottom of the options panel. The instructor is asked *Would you like to save these options as your defaults for future assignments?* Select *yes* to have all future assignment creations use the advanced assignment options that have been selected as the default setting. Select *no* to continue with the previous default advanced assignment option settings.

The default settings can be changed at any time when creating a new assignment or updating an existing assignment.

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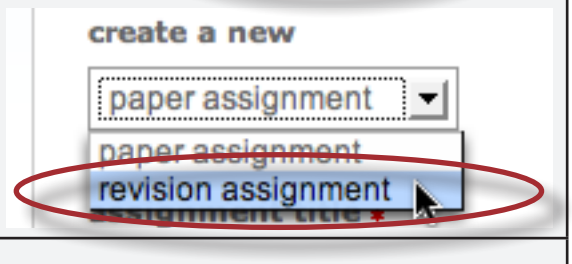
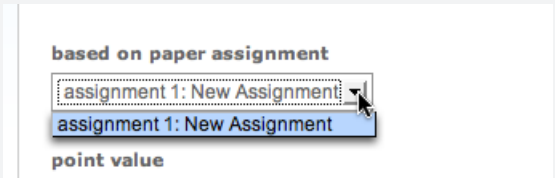
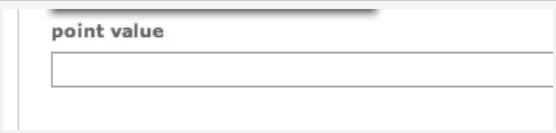
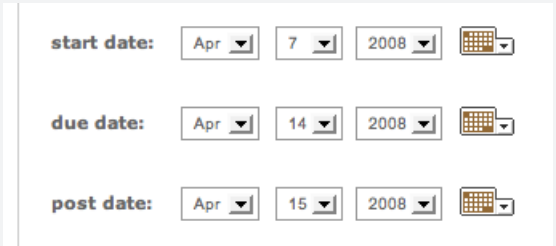
Revision Assignments

Student users can only submit one paper per assignment. If the instructor wishes students to submit multiple drafts without overwriting the previous drafts, the instructor can create additional assignments using the revision assignment type. Revision assignments are duplicates of the 'parent' assignment's advanced options and standard settings, but may have new start, due, and post dates. The revision assignment may have a different Generate Originality Reports for student submissions setting. The instructor may also select a different set of optional special instructions, or assign a different point value.

Creating revision assignments:	
1. From the class home page, click on the *new assignment* button	
2. From the drop down menu labeled *create a new:* select *revision assignment*	
3. From the pull down menu labeled *based on paper assignment:* select the assignment this revision should be based on	
4. (Optional) Enter a point value for the revision assignment	
5. Select the start date, due date, and (if available) post date for the assignment. Select an option from the *Generate Originality Reports for student submissions:* drop down menu	
6. (Optional) Enter any special assignment instructions	

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Creating revision assignments:	
7. Two other options can be adjusted the *generate Originality Reports for student submissions* and the *allow students to see Originality Reports?*	
8. Click on *submit* to save this revision assignment. Revision assignments appear as sub-assignments (1a, 2a, 3b) on the class home page for instructors	

Getting Your Students Started

Once a class and assignment have been created the instructor or students are ready to begin submitting papers and using Turnitin. If the instructor is planning to do the submissions of papers, please skip to the next section, *Submitting Papers*.

⚠ **Warning:** It is strongly recommended that students submit papers themselves. This will save time and enable the use of the Peer Review, GradeMark or Gradebook products.

Enrolling Students

Students must be enrolled in a class to submit papers, access grades, or access peer review assignments. Students can self-enroll by creating a user profile using the class ID number and class enrollment password. The instructor can enroll students in a class one by one or by uploading a list of e-mails and student names.

If the instructor chooses to add students to the class directly, each student added to the class will be automatically e-mailed a temporary password and login information. If the e-mail address entered when adding a student is not valid, the student will not receive an e-mail. For this reason, students who do not possess valid e-mail addresses must enroll themselves using the class ID and enrollment password.

Having Students Enroll

Students self-enrolling into a Turnitin class must have the numeric class ID and the case sensitive class enrollment password. This provides a student user with authorization to access the class on Turnitin. Please do not post the class id and password on a publicly accessible website to ensure only your students enroll in the class.

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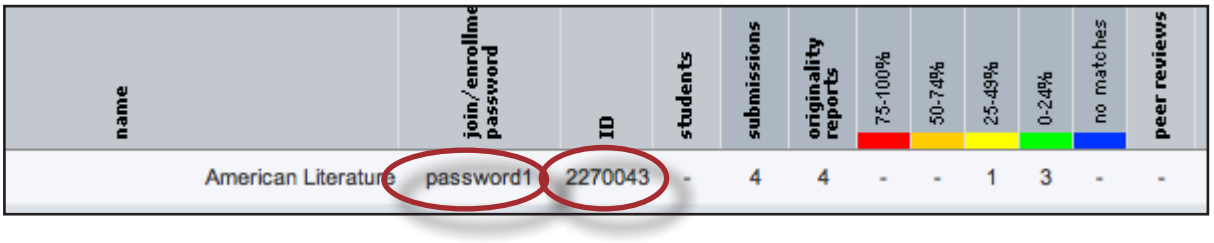
To confirm the class ID and enrollment password, click on the statistics icon next to the class name under the statistics column on the Turnitin instructor homepage. The class ID and enrollment password are displayed as part of the class statistics.



If needed, the instructor can change the enrollment password to remove accidental capitalization or spaces that may be causing student enrollment issues. Changing the enrollment password after student enrollment is completed also prevents students with forgotten passwords from enrolling multiple times and causing confusion.

To change the enrollment password, click on the update icon for the class on the Turnitin instructor homepage. Update the enrollment password and click on *submit* to save the change.

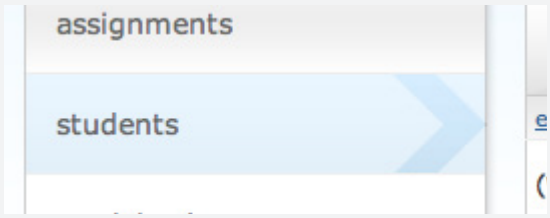
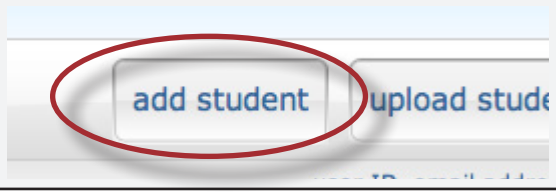
For step by step student oriented instructions or student self-enrollment information please view the Turnitin Student User Manual, Student Quick Start Guide, or Student training video.

Enrolling Students Manually

An instructor may add students individually to the class. The instructor must provide first name, last name, and e-mail address for the user. A welcome e-mail will be sent to the student being added to the class.

If the e-mail address provided already exists on a user profile on Turnitin, the user welcome e-mail indicates only that the user has been added to a class as a student.

If the e-mail address provided by the instructor has never been used to create a Turnitin profile before, a new user welcome e-mail is sent. The student is provided with a temporary password for logging into Turnitin to complete the user profile.

Enrolling students one by one:	
1. From the class homepage click on the *students* tab to open the student list for the class	
2. Click the *add student* button	

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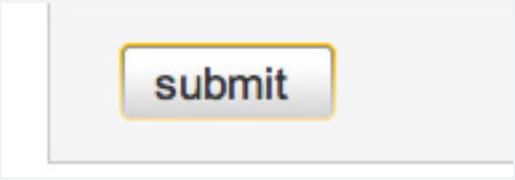
Enrolling students one by one:	
3. Enter the required information - the student first name, last name, and e-mail address	
4. Click *submit* to enroll the student. A welcome e-mail will be sent to the user.	

Enrolling Students From a List

An instructor may upload a student list to add to a course. The student list must be one hundred (100) entries or less. Larger classes may be separated into multiple lists, each of which can be uploaded individually.

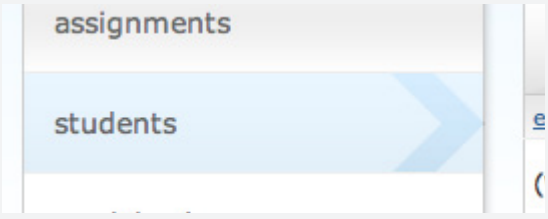
The list must be a Microsoft Word, Microsoft Excel, or plain text (.txt) file. The first name, last name, and e-mail for each student must be provided. The formatting must be as follows:

- Microsoft Word or Plain Text:
  John,Doe,JDoe@schoolname.edu

- Microsoft Excel:

John	Doe	JDoe@schoolname.edu

Once the student list is available, the list may be uploaded from the student page of the class.

Enrolling a list of students:	
1. From the class home page, click on the *students* tab	
2. Click the *upload student list* button	

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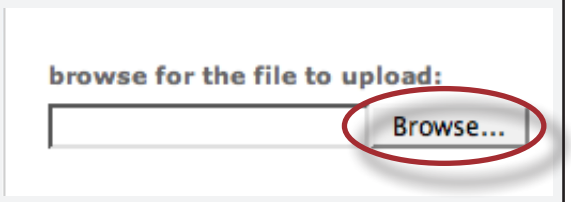
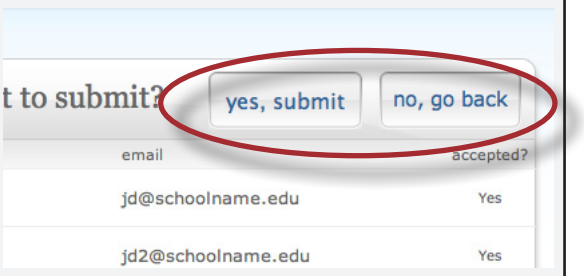
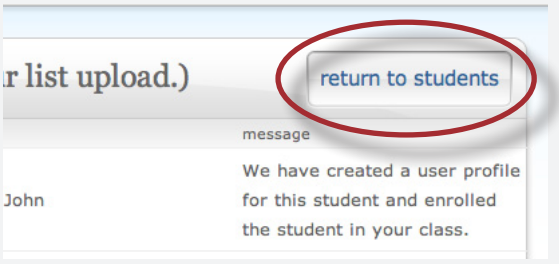
Enrolling a list of students:	
3. Click the *Browse* button and locate the file containing the student list on the computer. For example lists, use the *click here* link to see templates	
4. Click *submit* to upload the student list file	
5. The student list will be displayed. Check the displayed list for errors. To submit this list, click *yes, submit*. If the incorrect file was selected, choose *no, go back* and select a different file for step 3	
6. Once *yes, submit* has been selected the final screen will display the newly enrolled list of student users. To return to the class student page, click the *return to students* link	

Enrollment E-mails

As soon as students are added to a class a confirmation e-mail is sent to the e-mail address provided. If the student has an existing user profile, the confirmation e-mail contains only notification of the new class enrollment. If the e-mail address was not for an existing student user in the Turnitin system the confirmation e-mail contains a temporary password and login instructions.

New student user profiles that have never logged in are indicated with a pink highlight over the enrollment date to the left of the student name on the student list page.

Re-sending New User Enrollment E-Mail

The instructor can re-send the welcome e-mail, including the temporary password, to student users who have never logged into Turnitin. The instructor can also change the e-mail or name information to fix any incorrect information in the event that a student no longer has access to the e-mail address used initially for the user profile.

Students who did not receive the enrollment e-mails will need to check junk mail or any other mail filters (such as parental filters on e-mail) and ensure that they are able to receive e-mail from noreply@turnitin.com and helpdesk@turnitin.com before the welcome e-mail is re-sent by the instructor.

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Student users who have logged into Turnitin one or more times cannot have this information reset by the instructor and must use the *Forgot Your Password? link* on the Turnitin homepage.

How to Re-Send Welcome E-mail

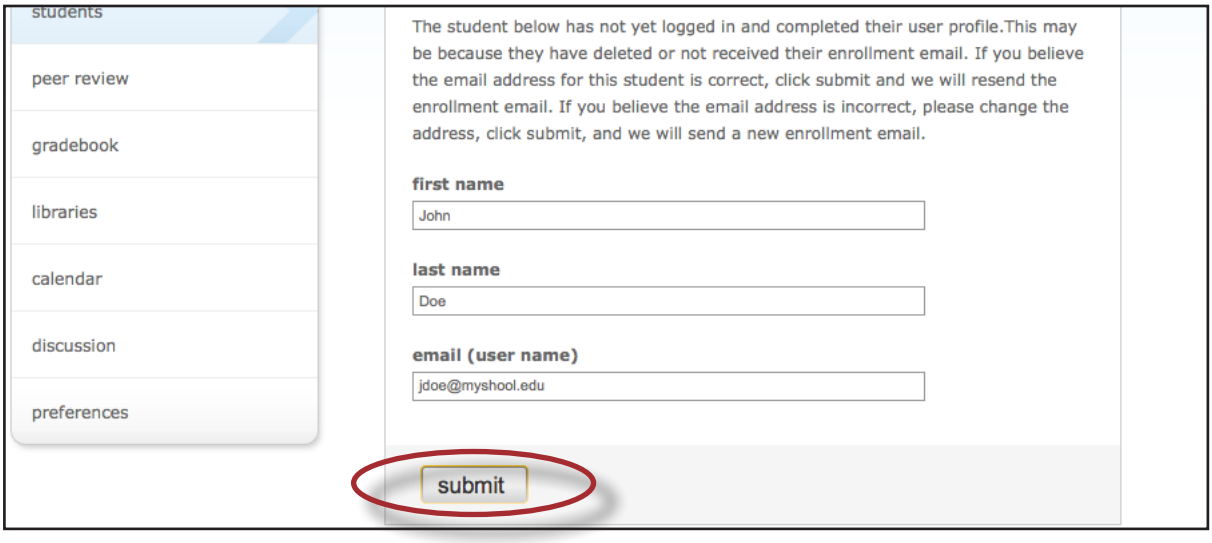
An instructor can re-send welcome e-mails from the *student* list page of a class. To reach the student page, click on the class name and then the gray *student* tab above the assignment list.

On the students page, any students who have never logged in and completed the information on the user profile will have a pink highlight over the date in the *enrolled* column to the left of the student name.

Note: Students who do not have the pink highlight over the *enrolled* date must use the Turnitin password reset system if the student has forgotten or lost the password to the student user profile. This is accessible at www.turnitin.com by clicking on the *Forgot Your Password?* link at the top right corner.

To re-send the activation mail, click on the pink highlighted date to the left of the student name.

Check the user information and make any needed changes to this information. To send the new user confirmation and welcome e-mail click on submit. A new copy of the welcome e-mail, including temporary password, will be sent.


students
peer review
gradebook
libraries
calendar
discussion
preferences
The student below has not yet logged in and completed their user profile.This may be because they have deleted or not received their enrollment email. If you believe the email address for this student is correct, click submit and we will resend the enrollment email. If you believe the email address is incorrect, please change the address, click submit, and we will send a new enrollment email.
first name
John
last name
Doe
email (user name)
jdoe@myshool.edu
submit

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Submitting Papers

Instructors joined to a Turnitin account can submit papers using the four available methods. Instructor uploads may be submitted by:

- **file upload** - a single file submission selected by the instructor.
- **cut and paste** - submission of text copied and pasted into a Turnitin submission box. May be used to submit from a file format that is not accepted. No images or non-text information can be copied and pasted - only plain text can be accepted
- **bulk upload** - multiple files selected one by one. Similar to adding multiple attachments to an e-mail
- **zip file** - submit a standard zip file containing multiple papers. May contain up to 100MB or 1,000 files. Zip file uploads of significant size may require additional time to complete

File Types and Size

Turnitin currently accepts the following file types for upload into an assignment:

- Microsoft Word® (DOC and DOCX)
- Corel WordPerfect®
- HTML
- Adobe PostScript®
- Plain text (TXT)
- Rich Text Format (RTF)
- Portable Document Format (PDF)

The file size may not exceed 10.48576 MB. Files of larger size may be reduced in size by removal of non-text content. Files that are password protected, encrypted, hidden, system files, or read only files cannot be uploaded or submitted to Turnitin.

The zip file upload accepts up to 1000 files or 100MB of zipped information. A zip file to be uploaded may not exceed either limit. Zip files should be checked to ensure only usable file formats are included in the upload.

Note: PDF documents must contain text to be submitted. PDF files containing only images of text will be rejected during the upload attempt. To determine if a document contains actual text, copy and paste a section or all of the text into a plain-text editor such as Microsoft Notepad or Apple TextEdit. If no text is copied over, the selection is not actual text.

Tip: Users submitting scanned images of a document or an image saved as a PDF will need to use Optical Character Recognition (OCR) software to convert the image to a text document. Manual correction of the resulting document is highly recommended to fix any errors caused by the conversion software.

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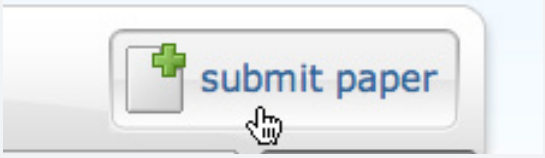
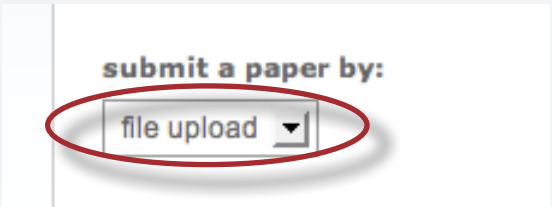
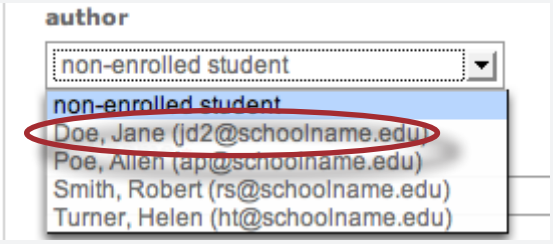
Note: Some document formats can contain multiple data types. This includes text, images, embedded information from another file, and formatting. Non-text information that is not saved directly within the document will not be included in a file upload. This includes references to a Microsoft Excel® spreadsheet included within a Microsoft Office Word document.

Note: Users whose files are saved in a file type that is not accepted by Turnitin will need to use a word processing program to save the file as one of the accepted types. Rich Text Format and Plain Text file types are nearly universally available in word processing software. Neither file type will support images or non-text data within the file. Plain text format does not support any formatting, and rich text format supports only limited formatting options.

Warning: Users who are converting to a new file format will need to save their file with a name different than the original. Any file should be saved with a new file name when converting to plain text or rich text formats to prevent permanent loss of the original formatting or image content of a file.

Submitting a paper by file upload:	
1. Click on the *submit paper* button on the class homepage	
2. If needed, select *file upload* from the *submit a paper by*: pull down menu. File upload is the default submission type for new users.	
3a. Select an enrolled student name using the *author* pull down menu on the submission page. Papers submitted by an instructor on behalf of a student will appear in the student portfolio just as if the student made the submission	
3b. The instructor must enter the first and last name when non-enrolled student is selected from the author pull-down menu **Warning:** Papers you submit for non-enrolled students cannot be graded or marked for paperless return to students	

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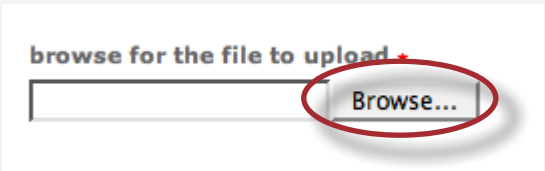
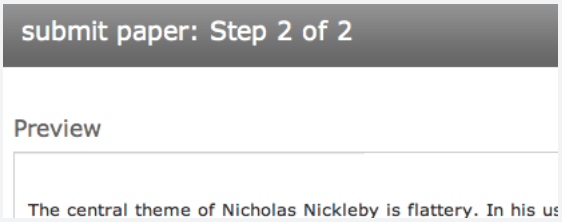
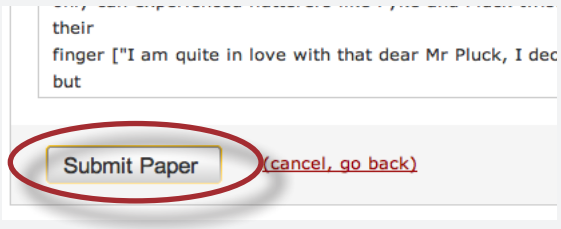
Submitting a paper by file upload:	
4. Enter the title for the paper. This field is required	
5. Click the *Browse* button and locate the paper to submit	
6. Click *submit* to upload this file	
7. Once the paper has been uploaded, the following page previews the paper being submitted. Review the text to confirm the correct file was selected.	
8. To complete the file upload, click on *Submit Paper* at the bottom of the page. If the wrong file was loaded, click on *cancel, go back* and re-submit with the correct file.	
9. Once the submission is complete a digital receipt is displayed. The paper ID on the digital receipt is a unique number assigned to this submission.	

Cut and Paste Submissions

The cut and paste submission option allows users to submit information from non-supported word processors or file types, or to only submit specific parts or areas of a document that may need an Originality Report generated.

Please note that only text can be submitted via the cut and paste method - any graphics, graphs, images, and formatting are lost when pasting into the text submission box.

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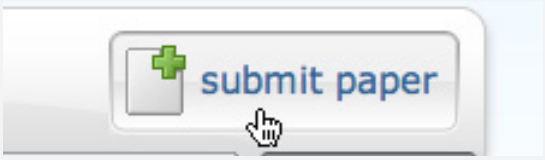
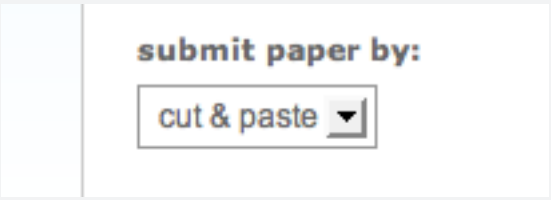
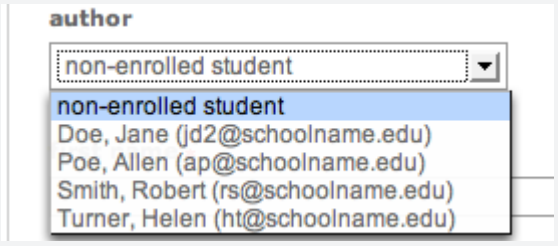
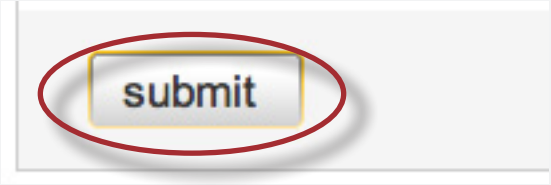
Submitting by Cut and Paste	
1. Click on the *submit paper* button in the assignment inbox	
2. Select *cut and paste* from the *submit paper by*: pull down menu. File upload is the default submission type for new users.	
3a. Select an enrolled student name using the pull down menu on the submission page. Papers submitted by an instructor on behalf of a student will appear in the student portfolio just as if the student made the submission	
3b. The instructor may enter the first and last name as a non-enrolled student. **Warning:** Papers you submit for non-enrolled students cannot be graded or marked for paperless return to students	
4. Enter the title for the paper. This field is required	
5. Copy and paste the selected text into the text box **Tip:** To copy and paste text, highlight the text to submit in a word processing or text editing program and select *copy* from the *edit* menu. To transfer the text into the text box on Turnitin, click inside the text box of the submission page and select *paste* from the browser *edit* menu	
6. Click on *submit* to submit the text. The digital receipt will be displayed	

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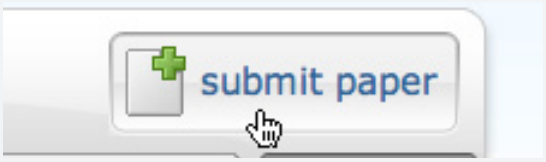
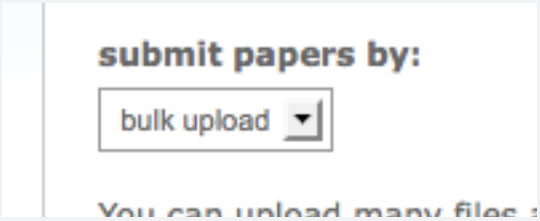
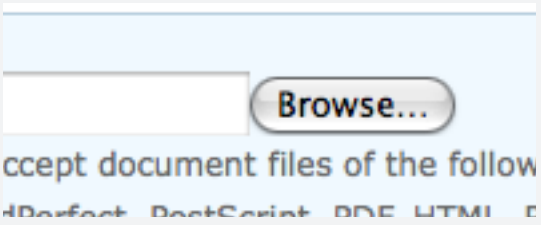
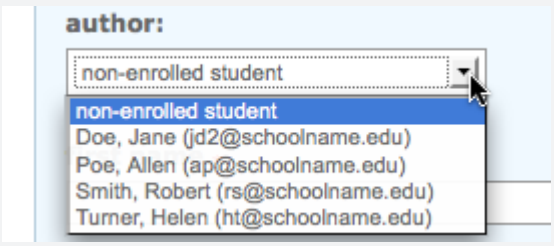
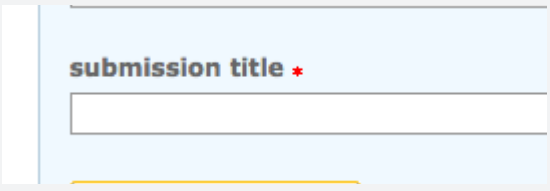
Bulk Upload

Submitting multiple papers using bulk upload:	
1. Click on the submit button	
2. Select *bulk upload* from the *submit paper by*: pull down menu. *File upload* is the default submission type for new users.	
3. Click on *Browse* and select the first file to attach to the bulk upload list	
4a. Select an enrolled student name using the pull down menu on the submission page. Papers submitted by an instructor on behalf of a student will appear in the student portfolio just as	
4b. Enter the first and last name as a non-enrolled student. Not entering a first and last name results in an author name of anonymous	
5. Enter the title for the paper. If no paper title is entered, the title defaults to the file name for the submitted file	
6. Click the attach button to add the paper to the bulk upload	

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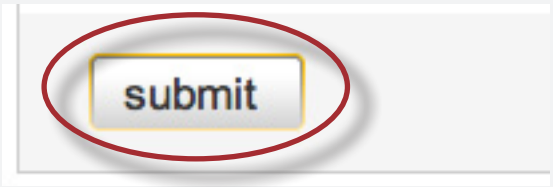
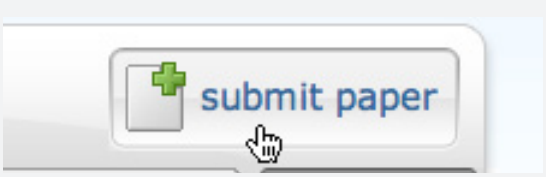
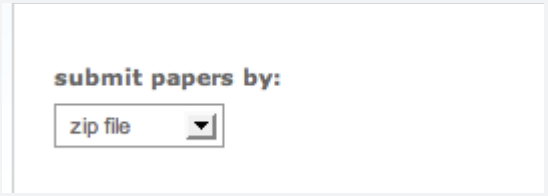
Submitting multiple papers using bulk upload:	
7. Repeat steps 3-6 for each paper being submitted as part of the upload	
8. When all the desired files are attached, click the submit button to upload the batch of files	

Note: During a bulk upload, files can be removed from the upload by clicking the red icon marked with an x to the far right of the file information. The user will be prompted to click on Ok to remove the file, or cancel to keep the file in the bulk upload.

Zip File Uploads

Instructors are able to upload a zip file of papers to a Turnitin assignment. The zip file may be any size up to approximately 100MB and contain up to 1000 individual files. If the zip file exceeds either limit it will be rejected.

Instructors uploading zip files are advised to ensure that no unacceptable file types are contained within the zip file and to be careful of duplicate copies of the same file within the zip file. Turnitin will attempt to detect duplicate or invalid files and warn the user of any duplicate or unacceptable files.

Submitting multiple papers in a zip file:	
1. Click on the *submit paper* button in the assignment inbox	
2. Select *zip upload* from the *submit paper by*: pull down menu. File upload is the default submission type for new users.	

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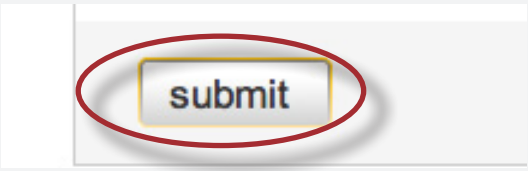
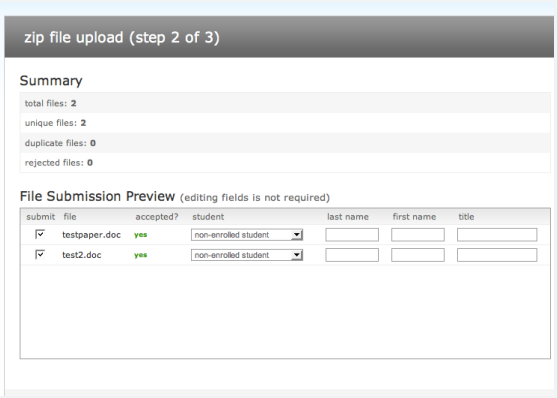
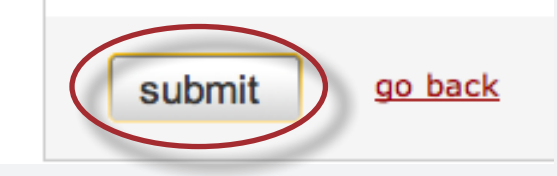
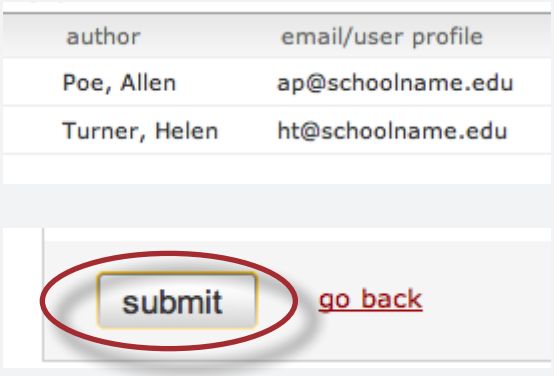
Submitting multiple papers in a zip file:	
3. Click on *Browse* and select the zip file that will be uploaded	
4. Click *submit* to load the zip file and view the list of papers. A pop-up window indicating download progress should be shown	
5. Select the papers to submit by checking or not checking the *include?* check box for the paper. For each paper being included, the user may: • select an enrolled student in the class or submit as non-enrolled, giving first name or last name; • submit without first and last name, which will default to anonymous • submit with a paper title; • submit without a paper title, which will default to the name of the file	
6. Once the files to submit from the zip file have been selected and (if needed) assigned name and title information, the user must click on *submit* to continue the upload of papers into the assignment	
7. A confirmation screen will be shown listing all file names, author names, e-mail user profiles, and submission titles. Any fields containing Anonymous or Not Entered are not required but may be set by using the *go back* link to return to the previous screen Click *submit* to finalize the zip file upload into the assignment	

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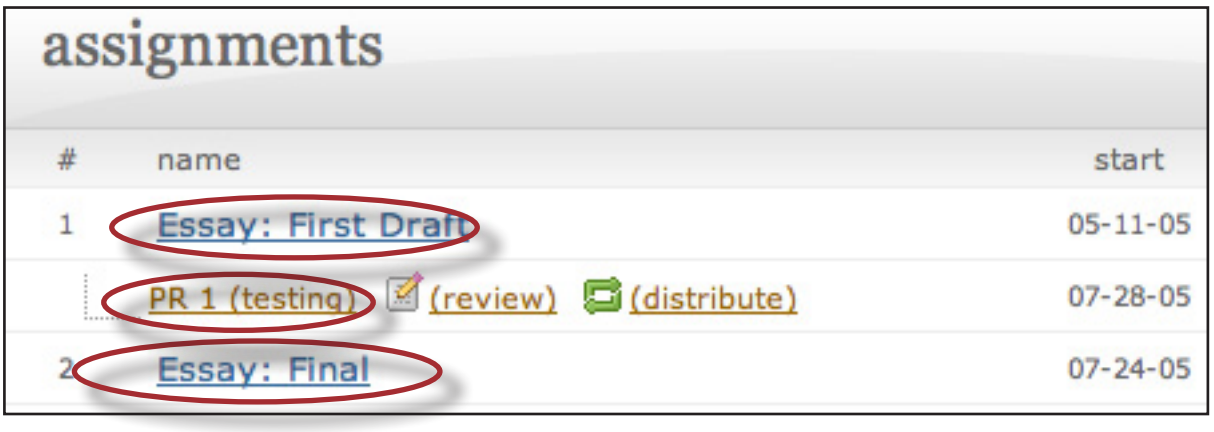
Assignment Inbox

Each assignment in a class has an assignment inbox. The assignment inbox contains any submissions that have been made by students or the instructor to the assignment. To access the assignment inbox, click on the name of the assignment on the class homepage.



Elements of the Assignment Inbox

The assignment inbox is a sorted list of columns containing information regarding submissions in an assignment. The assignment inbox can be organized by any of the criteria listed - for example, clicking on the column heading name of *author* will sort the contents of the assignment box by author last name from A to Z. Clicking the column heading again will sort it again by the reverse of the criteria, from Z to A.

The column headings in the assignment inbox are:

- **author** - a column containing the names of any enrolled students and the names given for any non-enrolled instructor uploaded papers in the assignment. Clicking on the name of the author opens the class portfolio page for any enrolled students. Enrolled student names are underlined and lettered in blue

- **title** - the title given for any paper submitted. If there is no submission for a user, this field will list -- no submission --. Clicking on the title of a paper will open a text version of the paper with submission information, but no Originality Report data, to allow an instructor to view the student paper

- **report** - the report column contains the Originality Report icon. The icon contains a percentage indicating the overall similarity of the paper to information in the Turnitin repositories, 100% being 'fully similar', 0% indicating 'no similarity'. The icon is rectangular and contains the percentage number and the corresponding color. If only a grayed out icon is available, the report is not ready. A -- in the report column indicates no submission or that no Originality Report is generated based on assignment settings. Clicking on the Originality Report icon opens the Originality Report. For more information, see the *Viewing Originality Reports*

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section of this guide or view the Originality Report video.

- **grademark** - the grademark column indicates GradeMark image availability. A red apple icon shows what papers can be accessed in GradeMark. A gray apple icon indicates that a submission is not available in the GradeMark, while a -- indicates that no submission was made or that GradeMark digital assessment is not available for the class or account. If the icon is available, click on the red apple icon to open a GradeMark window

- **file** - a page icon and indicator of the file type of a submission that was uploaded to Turnitin, or -- in the event no submission was made. Click on the page icon to download a copy of the submission as originally uploaded by the student to the assignment

- **paper ID** - the unique numeric ID number assigned to every submission made to Turnitin. This column contains -- if no submission was made. The paper ID is also provided to students or instructors when submitting by file upload or copy and paste as part of the digital receipt

- **date** - the date of a submission. Any dates shown in red indicate a late submission made after the due date and time of an assignment. The format is month-day-year. If no submission was made after the due date/time for a student, this column shows *(late)* in red. If the due date has not passed, students in the class with no submissions have a -- in this column.

The assignment inbox also contains a number of items in the assignment inbox panel at the top of the assignment inbox. See the *Organizing the Assignment Inbox* section for more information on these functions. The items are:

all papers, marked papers, viewed papers, new papers - allows an instructor to select which folder of an assignment inbox to view. By default, all papers are in the *new papers* folder. The available folders are *all papers, marked papers*, *viewed papers*, and *new papers*. Papers can be moved between folders in the assignment inbox by using the *move to* function. Papers only can be placed in a single folder. Selecting a folder tab will display only that folder unless *all papers* is selected, which shows every submission in an assignment

submit button - allows an instructor to begin submitting a paper or papers to this assignment

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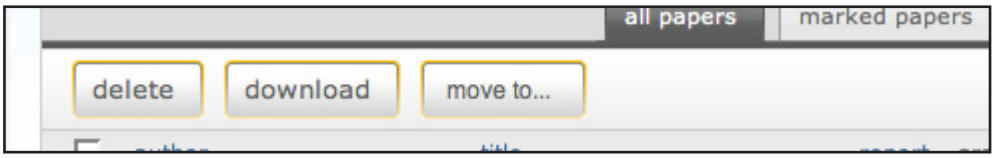
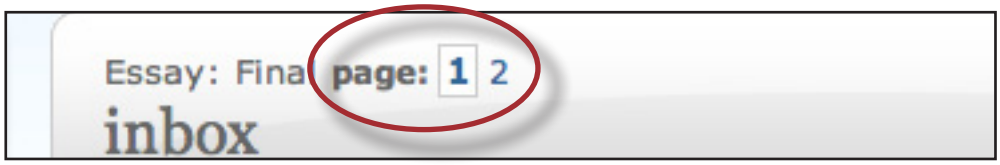
delete, download, and move to - these buttons perform the selected action on papers which have a check mark added in the box to the left of the author name



page - if there is more than one page to an assignment inbox, click on the page number to move between the pages of the assignment inbox and view the submissions on the pages

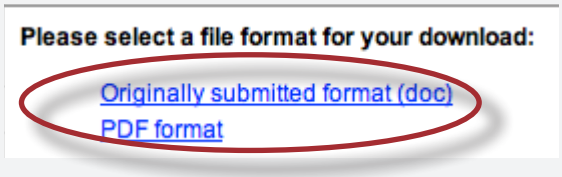


Viewing Papers

Every paper submitted to an assignment can be viewed online. To view a paper through the Turnitin web site without saving a copy to the computer, the instructor simply needs to click on the name of the paper under the *title* column of the assignment inbox. This will open the paper in a new window with the submission and student information as well as the text of the paper.

Downloading Papers

The instructor may also download and save papers submitted to an assignment. Instructors may download papers one by one, or in a zip file. Instructors on an account with the GradeMark or Peer Review products active may also select whether to download a PDF version of the submission or the original file format.

Downloading papers one at a time:	
1. Click on the icon under the *file* column for the paper to download.	
2. (If available) For Peer Review and GradeMark accounts, a pop-up window prompts the user to select Originally submitted format or PDF format.	

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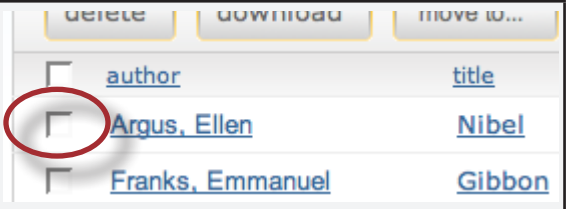
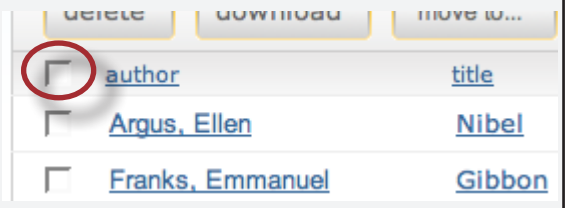
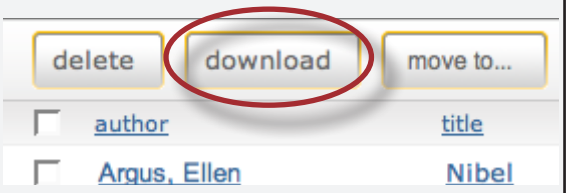
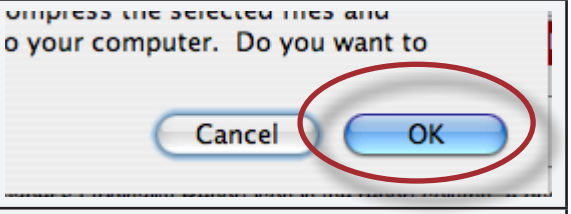
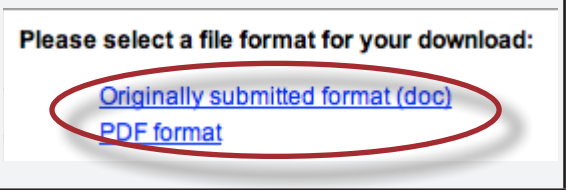
Downloading papers one at a time:	
3. The files will download to be saved on the user's computer	

Downloading papers in a zip file:	
1. From the assignment inbox, click the check boxes to select the papers that will be downloaded	
1a. The user may also select the check box in the column heading to download all papers from all pages of an assignment inbox	
2. Click on the *download* button above the check box column to begin the download	
3. Click on *ok* to accept the download	
4. Select the file format to download in if prompted to do so (GradeMark and Peer Review accounts only)	
5. The files will download to be saved on the user's computer	

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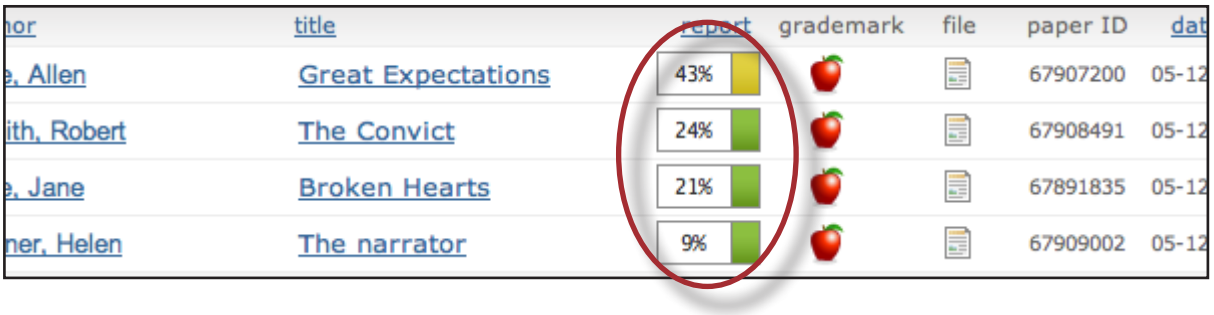
Viewing Originality Reports

The Turnitin Originality Report provides an overall similarity index for a submission. This index determines the percentage of similarity between a submission and information existing in the Turnitin repositories selected as search targets for an assignment. Any text from the paper matching to text in the repositories is created with a link to the source in the Turnitin repository.

Opening the Originality Report

The Turnitin Originality Report can be accessed from the assignment inbox. Under the report column are the icons indicating the percentage of the Overall Similarity Index and the corresponding color on a blue to red scale.

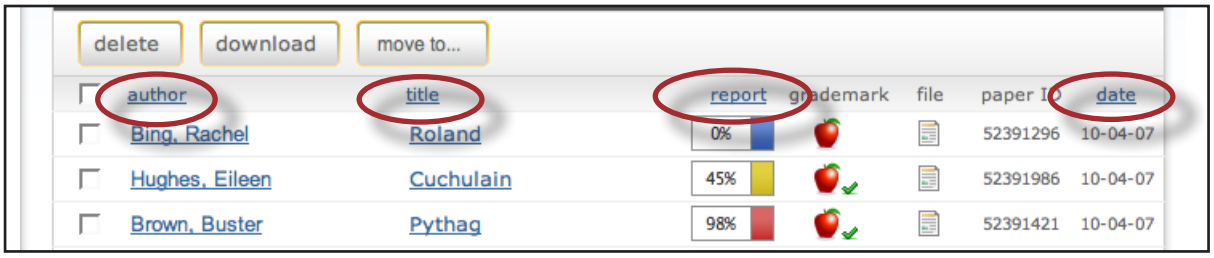


Organizing the Assignment Inbox

Turnitin offers the instructor user many methods to organize papers in the assignment inbox to assist with handling large classes or simply to quickly sort the submissions and Originality Reports in an inbox.

The following are the ways an instructor is able to organize the assignment inbox:

- **sorting by column header** - click any of the column names with a downward pointing arrow to the right. This includes author, title, date, or report column headings. Click a second time to re-sort in the opposite direction, e.g. A-Z becomes Z-A



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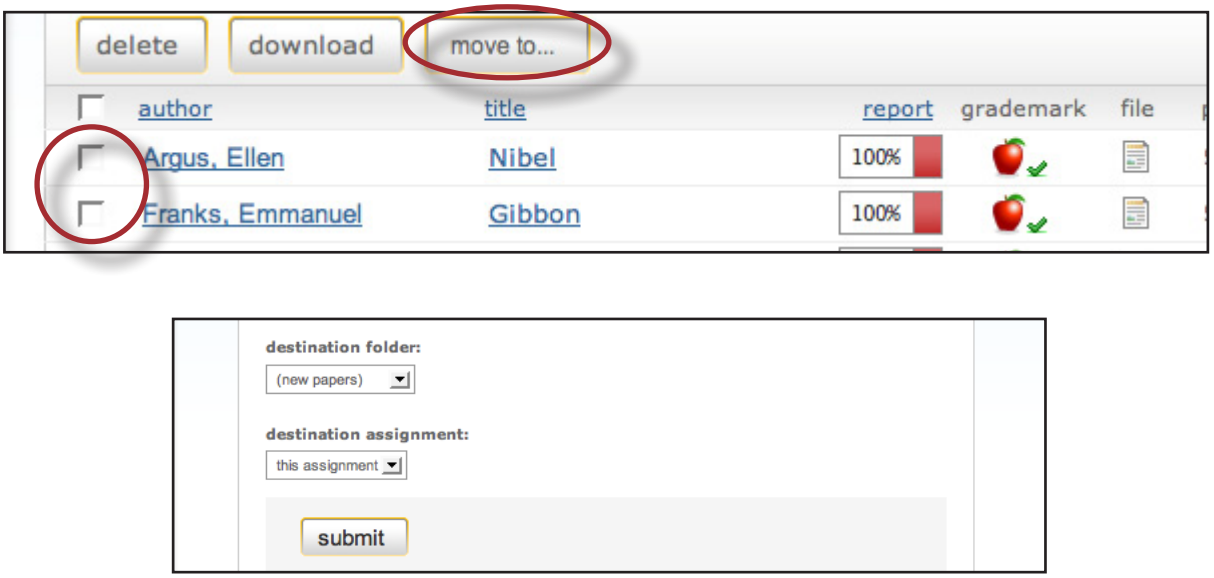
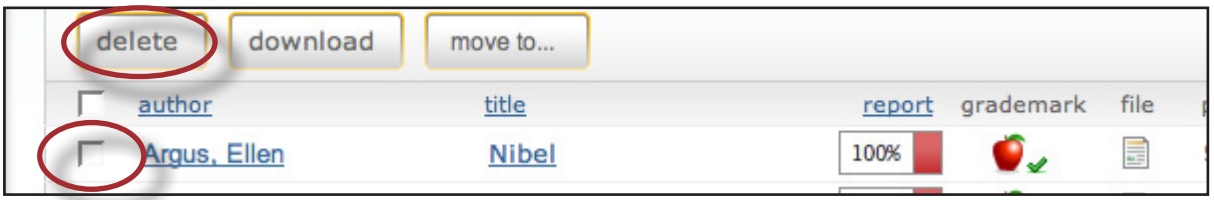
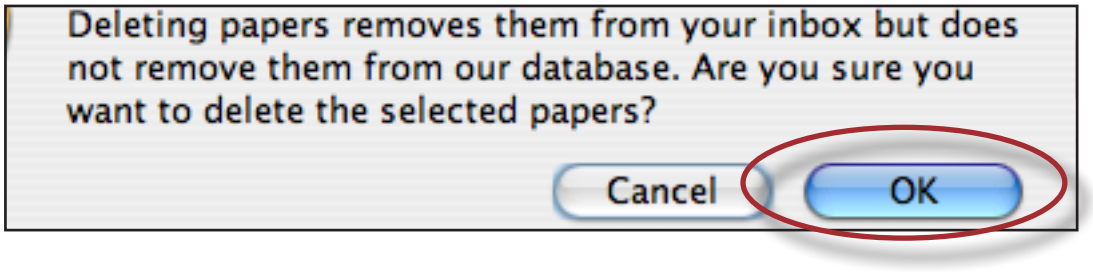
- **sorting by folder** - the instructor is able to select and move papers to the viewed or marked folders by checking the box to the left of the author name and clicking the *move to...* button. Select the destination folder from the drop down menu and click on submit to move the paper to the selected folder



- **deleting unwanted papers -** an instructor can delete papers at any time by checking the box to the left of the paper and clicking the *delete* button. These papers are removed from the assignment inbox but not the submission repository




Deleting papers removes them from your inbox but does not remove them from our database. Are you sure you want to delete the selected papers?
Cancel
OK

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Viewing Late Submissions

Students enrolled in a class show up in the assignment inbox. If a student has not submitted a paper, -- *no submission* -- will show up in place of a paper title. To quickly view which enrolled users have not submitted a paper, sort the inbox by paper title by clicking on the *title* column heading.

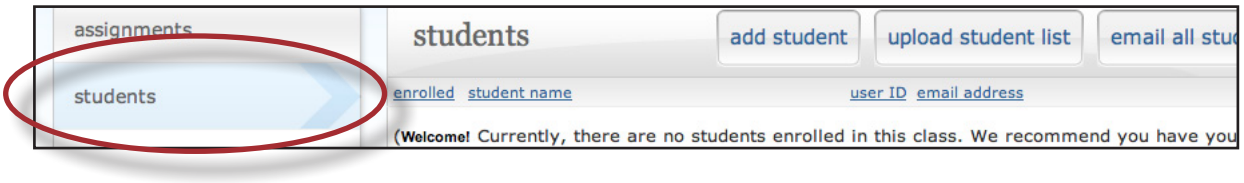
Note that some users may accidentally enroll multiple times and appear both as -- *no submission* -- and with a submission. To check this, click on the *author* column heading to sort the student list by name and check for duplicates.

If a paper is submitted late to an assignment the submission date appears in red. If no submission has been received by the due date and time, *late* will show up in red in the date column.

Managing Students

The student list page allows an instructor to access the class portfolio (a collection of submissions, Originality Reports, peer reviews, and marked papers for the class) for each student, drop or add students, block students from accessing the class, or contact the list of students individually or via e-mail.

Access to the student list for a class is gained by clicking the *students* tab on the tab column.



Student Page Features

The features of the student home page include:

- **view student class portfolio** - click on the name of a student to visit the class portfolio for the student

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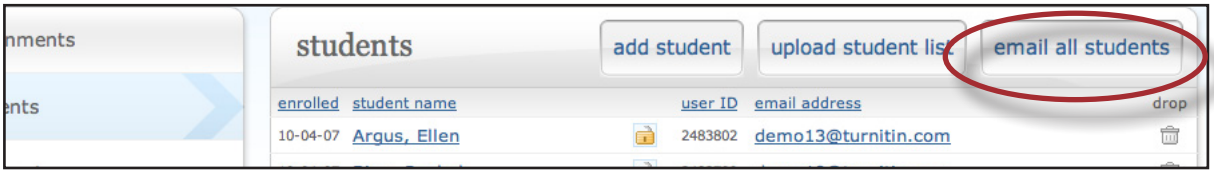
- **e-mail a student** - click on the e-mail address of any student to open a mail window in the user's default e-mail program

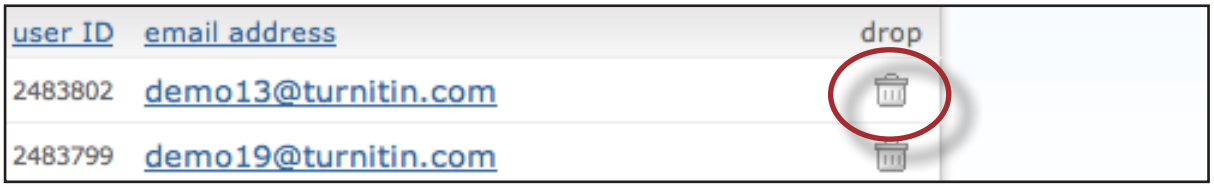
- **e-mail all students** - click the e-mail all students link to compose and send an e-mail to all students in the class



- **lock/unlock a student** - students can be locked or unlocked from a class once they have logged into Turnitin with their user profile. Click on the lock icon to toggle the student from unlocked (lock not closed) to locked (lock closed) if needed. When a student is locked, the student profile can no longer access the class

- **remove a student** - click on the drop icon to the right of the student e-mail address to remove the student from a class. Accidentally dropped students may be re-added manually but must be added under the same e-mail address to regain access to the previous submissions which were made.

Warning: Students should be dropped from a class only if the instructor is absolutely certain that the student user profile and its submissions are no longer needed. Dropped students cannot re-add themselves to the class even with the class ID and enrollment password



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What you will learn.
Our environment is th
world around us. We, as hu
both live in and form part
environment. We are affected
and changing

Turnitin Instructor User Manual

Chapter 2: Plagiarism Prevention

Updated February 27, 2009

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Introduction

A typical submission made to an assignment on Turnitin generates an Originality Report. The Originality Report is the result of comparison between the text of the submission against the search targets selected for the assignment which may include billions of pages of active and archived internet information, a repository of works previously submitted to Turnitin, and a repository of tens of thousands of periodicals, journals, & publications. Any matching or highly similar text discovered is detailed in the Originality Report that is available in the assignment inbox.

Although the Originality Report can be used as a tool to assist in identification of suspected individual cases of plagiarism, Turnitin plagiarism prevention works even more powerfully when used as a deterrent. Students who are aware that the works submitted will come under effective scrutiny are more likely to produce original work and pay greater attention to the standards of citation and quotation.

Originality Reports

Originality Reports provide a summary of matching or highly similar text found in a submitted paper. When an Originality Report is available for viewing, an icon will appear in the report column of the assignment inbox. Originality Reports that have not yet finished generating are represented by a grayed out icon in the reports column. Reports that are not available may not have generated yet, or assignment settings may be delaying the generation of the report.

Note: Overwritten or resubmitted papers may not generate a new Originality Report for a full twenty four hours. This delay is automatic and allows resubmissions to correctly generate without matching to the previous draft.

The color of the report icon indicates the overall similarity index of the paper, based on the amount of matching or similar text that was uncovered. The percentage range is 0% to 100% The possible similarity indices are:

- **blue** - no matching text
- **green** - one word to 24% matching text
- **yellow** - 25-49% matching text
- **orange** - 50-74% matching text
- **red** -75-100% matching text

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Warning: These indices do not reflect Turnitin's assessment of whether a paper has or has not been plagiarized. Originality Reports are simply a tool to help an instructor find sources that contain text similar to submitted papers. The decision to deem any work plagiarized must be made carefully, and only after in depth examination of both the submitted paper and suspect sources in accordance with the standards of the class and institution where the paper was submitted.

Viewing Originality Reports

The Originality Report can be viewed in one of four modes. These modes allow users to view and sort the information contained in the Originality Report in any ways best suited to their needs. The four modes for viewing an Originality Report are:

- **cumulative view** (show highest matches together) mode: A list of all areas of the paper which have similarity to information in the Turnitin repository. Matches are color coded and listed from highest to lowest percentage of matching word area to the submission. Only the top or best matches are shown, all underlying matches are visible on the single source mode

- **single source** (show matches one at a time) mode: Allows a user to view matches between the paper and a specific selected source in the Turnitin repositories. Contains a full list of all matches found rather than the best matches per area of similarity. This listing is exhaustive but will show all matches found, including any that are obscured in the cumulative view by virtue of being in the same or similar areas as other, better matches

- **quickview** (classic report) mode: A simple, printable list of the matches found followed by the paper with highlighting to indicate matching areas

- **direct source comparison** (side by side) mode: An in depth view that shows an area of similarity compared side by side with a specific match from the Turnitin repositories. Not available on all types of repository matches

Note: If the source of matching text is a student paper in one of the classes controlled by the user as an instructor, the paper can be displayed in direct source comparison mode with matching text highlighted. The Originality Report provides the instructor with information regarding the origin of the matching paper. Not available for students viewing Originality Reports.

If the paper is from a class controlled by another instructor, no direct access to this paper can be provided. To view the paper, the instructor must request permission from the instructor in possession of the paper by clicking on the link to the source and then using the permission request button. Turnitin will auto-generate an e-mail request to the instructor who controls the paper. The instructor can reply via e-mail to the user if the request is granted. No student papers are made available to another user within the Turnitin system.

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To open an Originality Report, click on the icon in the report column in the assignment inbox. The Originality Report will open in a new window. If the new window does not appear, the user may need to add turnitin.com to the list of sites allowed to create pop-up windows on the web browser the instructor is using.

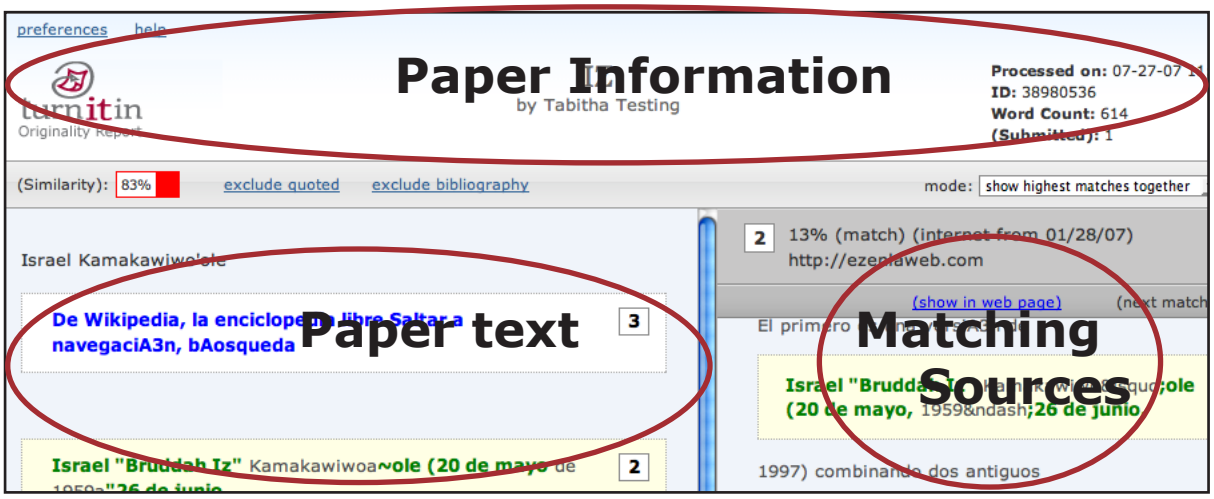
Originality Report Contents

The Originality Report is separated into three main areas in the default view. These default areas are:

- **paper information** - the top of the report page shows information about the submitted paper. This includes the paper title, the submitting user profile name information, the word count, date of the Originality Report creation, and how many submissions have been made to the assignment

- **paper text** - the extracted text only version of the submitted paper. Matching text is highlighted in a color that corresponds to the matching source listed on the right side of the Originality Report

- **matching source** - the list of matching sources for the highlighted areas of the paper text to the left



Mode Menu

The *mode* pull down menu allows users to switch views of a Turnitin Originality Report. The default viewing mode is the cumulative view which is listed as *show highest matches together*.

To change the view mode for an Originality Report, click on the *mode* pull down menu and select a viewing mode to display the report in. The browser window will automatically change to the selected view mode.

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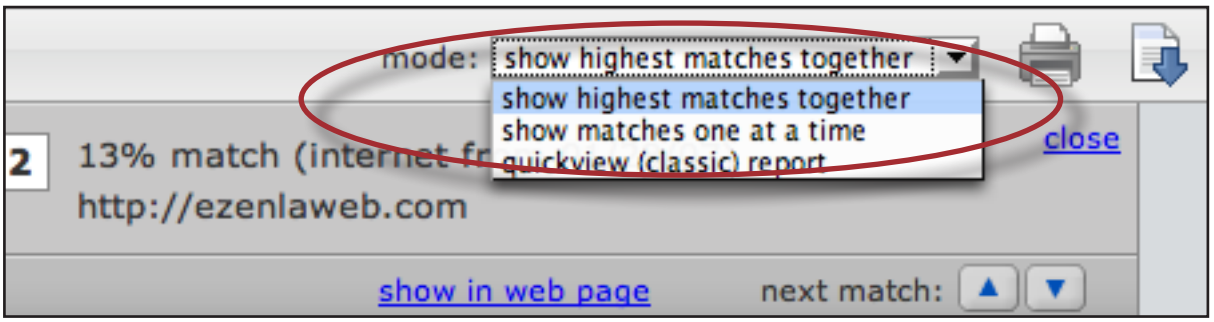
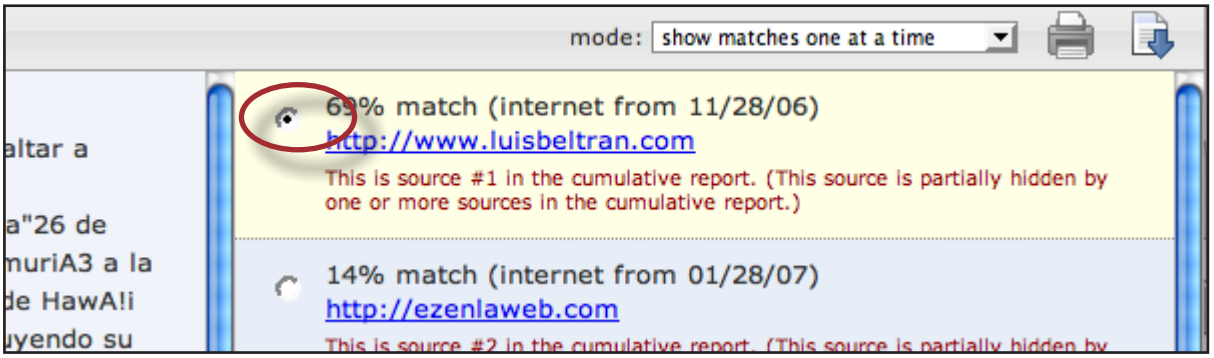


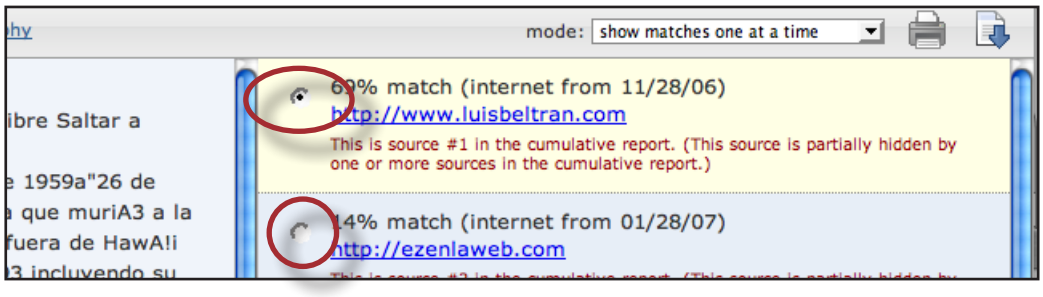
Changing Viewing Modes

By default the Originality Report opens in *show highest matches together* mode. In some cases, matches to smaller areas of similarity may be obscured by larger matches and not shown on this view mode. To find the underlying sources, use the *show matches one at a time* viewing mode to show an exhaustive list of the sources.

To switch to this mode, click on the *mode:* pull down menu and select *show matches one at a time*. The Originality Report browser window will reload to display this view.


mode: show matches one at a time
altar a
a"26 de
muriA3 a la
de HawA!i
uyendo su
69% match (internet from 11/28/06)
http://www.luisbeltran.com
This is source #1 in the cumulative report. (This source is partially hidden by one or more sources in the cumulative report.)
14% match (internet from 01/28/07)
http://ezenlaweb.com

In this mode all sources for a given paper are listed, even those that are obscured by larger percentage matches in the default view. Select a source to display by clicking on the radio button next to a source. When printing, this view mode will print only the currently selected source.


mode: show matches one at a time
ibre Saltar a
e 1959a"26 de
a que muriA3 a la
fuera de HawA!i
69% match (internet from 11/28/06)
http://www.luisbeltran.com
This is source #1 in the cumulative report. (This source is partially hidden by one or more sources in the cumulative report.)
14% match (internet from 01/28/07)
http://ezenlaweb.com

Users may also view the Originality Report showing only matching text and source links without the source view. This is known as the quickview or classic report mode.

To access this view, use the *mode*: pull down menu on an open Originality Report and select *quickview (classic) report* from the pull down menu. The Originality Report browser window will refresh to display this view.

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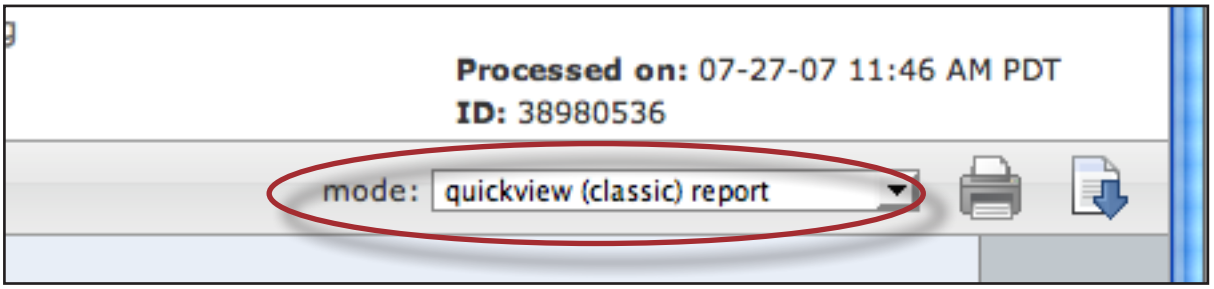
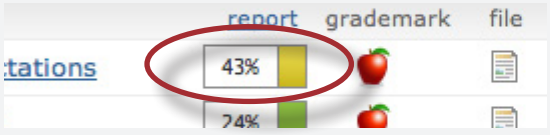
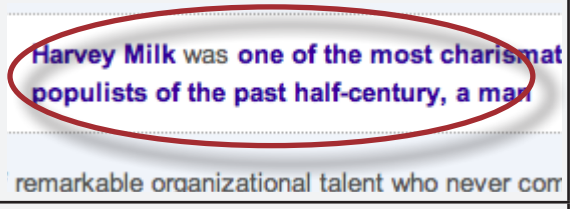
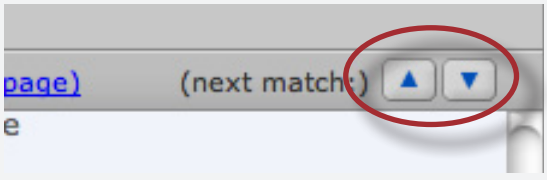


The quickview mode is similar to the printed view of the Originality Report. This view mode allows a user to view a source in its original format from the internet, or from the Turnitin repository if the source is a journal or periodical, by clicking on the name of the source at the top of the Originality Report. Not all sources will be available, as the Turnitin privacy policy may prevent displaying some matches.

Direct Source Comparison

The final mode, Direct Source Comparison, allows a user to quickly compare matching text to the source of the match in the Turnitin repository. Matches to other student papers are not available for Direct Source Comparison viewing. Using Direct Source Comparison can be done from the single source mode or cumulative view mode of the Originality Report.

Accessing direct source comparison:	
1. Open an Originality Report	
2. Click on a highlighted area of text on the left hand (student paper) side	 Harvey Milk was one of the most charismat populists of the past half-century, a man remarkable organizational talent who never com
3. When the source opens on the right, the user can navigate through the areas of matching text (if available) using the arrow buttons beside *next match*	

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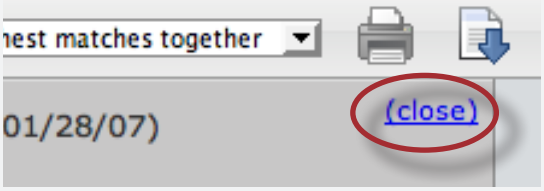
Accessing direct source comparison:	
4. (Optional) The *show in web page* link, available on live internet matches, brings up a view of the web site as compared to the student submission	
5. When finished with the direct comparison, click on the *close* link on the right hand side to return to the previous view mode	

Note: If an area of submission text is matched to a source in the student paper repository on Turnitin, it will be listed as *student papers*. Direct Source Comparison is not available to students for student paper matches. Instructor users are able to send an e-mail request to the instructor who received the matching paper. If one instructor user profile controls the class containing both papers, that instructor user is able to see the paper in direct source comparison.

Repository Sources

Turnitin utilizes multiple types of repositories in the generation of the Originality Reports. There are currently four types of repositories:

- **current and archived internet** - billions of active and archived web pages from the internet. Internet sources indicate a date of download on the Turnitin Originality Report if the match is not found on the most recent download of content from this site
- **institution paper repository** - the institutions paper repository of student papers
- **periodicals** - a repository of frequently updated content from professional journals, periodicals, and publications
- **student paper repository** - a repository of papers previously submitted by Turnitin users

Excluding Quoted or Bibliographic Material

If quoted or bibliographic material is flagged as similar or matching, this information can be removed from the Originality Report. Permanent exclusion of bibliography or quoted material can only be handled by the instructor. Students are only able to remove quoted or bibliographic material for the duration of the current session of viewing the Originality Report.

Please note that the functions for excluding material are approximate and human judgement is the final arbiter for proper quotation or bibliographic reference. Cited material cannot be excluded directly, and quotations can only be excluded if block-indentation or direct quotation marks (“”) begin and end the quotation.

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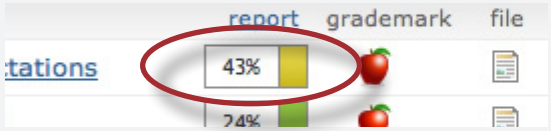
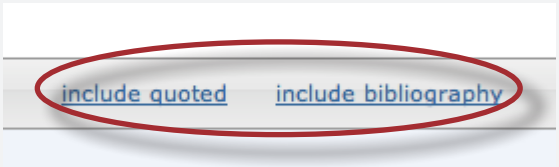
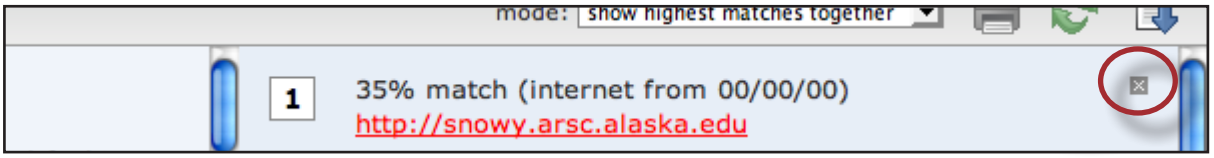
Excluding quoted or bibliographic Matches:	
1. Open an Originality Report	
2. Click on the *exclude quoted* or *exclude bibliography* links	
3. Review the revised report. Quoted or bibliographic material can be re-included by clicking the *include quoted* or *include bibliography* links	

Excluding a Match

Any source or match source can be removed from the Originality Report *show highest matches together* or *quickview (classic)* mode views of the Originality Report. This allows the instructor to find any underlying sources or, if the instructor determines a match is not needed, to remove it from consideration. The overall similarity index will be recalculated and change the current percentage of the Originality Report if matches are excluded.

To exclude a match, open an Originality Report and view it either in *show highest matches together* or *quickview (classic)* mode. To the right of each source listed for a match will be a gray **X** icon. Click on this icon to open a prompt to exclude the source. Click *OK* to continue. The source will be removed from the Originality Report. An underlying source, if any are present, will replace it.



Note: Excluded sources still appear in the *show matches one at a time* mode of the Originality Report. Excluded sources can be restored by moving to the *show matches one at a time* mode and clicking on the gray **+** symbol to the right of an excluded source. This source will be available again in the cumulative view mode of the Originality Report

Refreshing Reports

Since new material is constantly entering Turnitin's repositories from ongoing internet crawls, new publication content, and submissions made to Turnitin, it is sometimes beneficial to generate a new Originality Report for a student submission at a later date to see if there are any new matching sources, or to ensure that it checks against later submissions made by other students or other classes.

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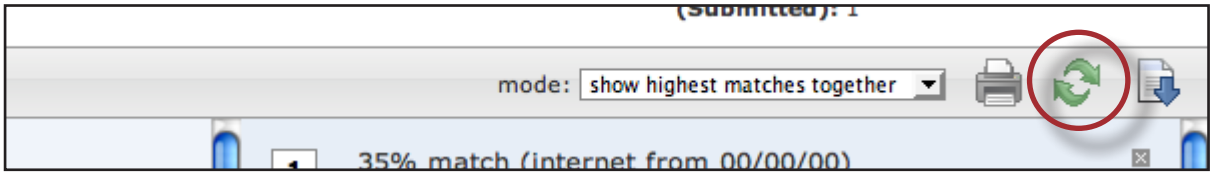
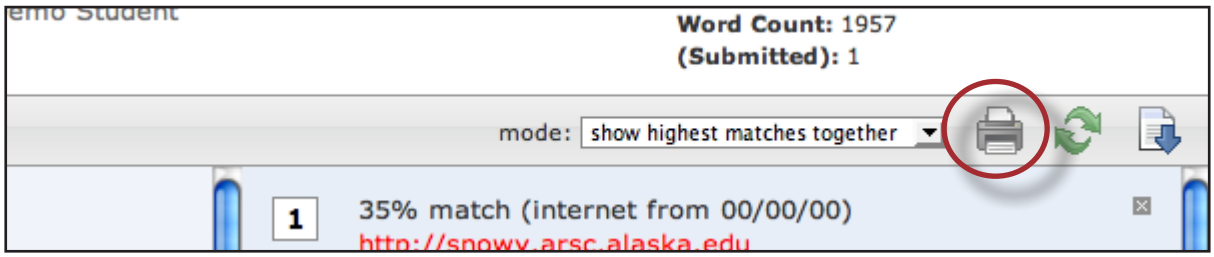
The option to refresh a report is available on the Originality Report once it has opened. The current report is deleted and a new report is generated. Please note that no report will be available until the new report has finished. If the user wishes, they can save or print a copy of the existing report before clicking on the green refresh icon at the top of the Originality Report to have a new Originality Report generated.



Printing or Saving Reports

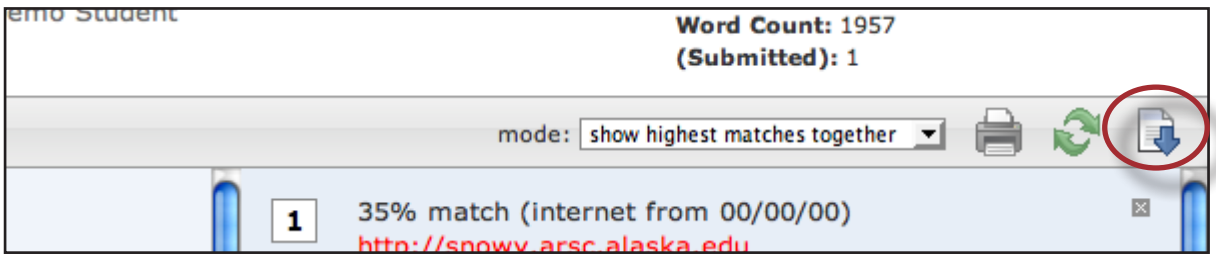
The Originality Report can be printed or downloaded to the user's computer for later reference.

To print a report, click on the print icon at the top of the Originality Report view. This will prepare a readable, print-friendly version of the Originality Report. The report may be printed in color or black and white at the discretion of the user. When printing, the print version created is based on the view mode of the Originality Report currently open. For example, clicking print while using the default show *highest matches* view mode will print only the highest matches. The print view resembles the quickview (classic) report.



A copy of the Originality Report can be downloaded in a HTML format to the computer or a connected data storage device. The downloaded version will no longer have any of the Direct Source Comparison capability and will not be able to show side by side comparisons. The view mode of a downloaded report is not available in the HTML document.

To download and view, or save a copy of the Originality Report click on the download icon at the top right of the Originality Report.



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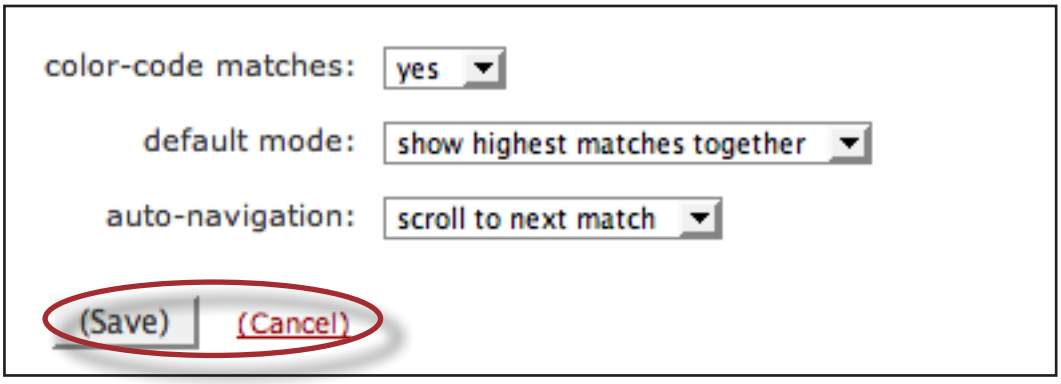
User Report Preferences

The behavior and appearance of Originality Reports can be changed from the report preferences area. The available report settings can be changed:

- **color code matches** - by default matching text is color coded. This can be turned off or reactivated by selecting no from the *color-code matches* pull down menu
- **default mode** - when a report is opened, the default view mode is enabled. To change the default view mode, select the mode from the *default mode* pull down menu
- **auto-navigation** - when a match is clicked or activated, the text scrolls smoothly. To jump instead of smooth scrolling, select *jump to next match* from the auto-navigation pull down menu

To change Originality Report preferences, click on *preferences* at the top left of the Originality Report. This will open the Originality Report preferences pane. Change any of the preferences available using the corresponding pull down menus.

To complete the preferences change, the user must click on *save* in the corner of the Originality Report preference pane to save any changes that have been made.



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What you will learn.
Our environment is th
world around us. We, as hu
both live in and form part
environment. We are affected
envir nt, but we also affe
actim t and changing

Turnitin Instructor User Manual

Chapter 3: Peer Review

Updated February 27, 2009

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Introduction

Peer review assignments allow a student to read, review, and score or evaluate one or many papers submitted by their classmates. At the end of the peer review assignment, the papers will be distributed so that all the students are able to read the comments left on their work. The peer review can be anonymous or attributed, depending on the classroom structure determined by the instructor of the class. Peer reviews provide feedback that can help improve the quality of student writing.

Overview

The basic stages of the peer review process:

- Instructor creates a normal Turnitin assignment. Instructor creates a peer review assignment and assigns a peer review distribution, or manually assigns papers as well as creating topic and metric questions for students to use
- Student papers are submitted to a regular Turnitin assignment
- On the peer review start date, the papers assigned to each student show up in their class portfolio for the students to begin writing peer reviews
- For each assigned paper the student writes a review by responding to the topic and metric questions selected by the instructor
- Once the due date of the peer review passes no more reviews can be written, completed, or edited by the writer
- On the post date of the peer review, reviews written by classmates on the paper a student submitted become available for that student to view

Distribution of Peer Reviews

Student to student peer reviews are created by the instructor and may use or mix the following methods of distribution of the papers to be reviewed:

- Automatically assigned papers distributed by the Turnitin system
- Manually assigned papers distributed by the instructor
- Self-selection of papers to review by the student

For example: The instructor may allow students to review 5 total papers. One paper would be manually assigned by the instructor to be reviewed by all students. Two papers would be automatically distributed by Turnitin. The students would also select two papers to review.

Any paper marked with a check mark beside the pencil icon indicates that a peer review has already been started or completed for the paper indicated.

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Creating a Peer Review

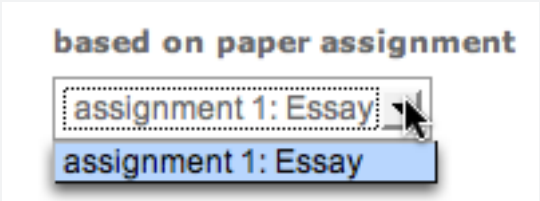
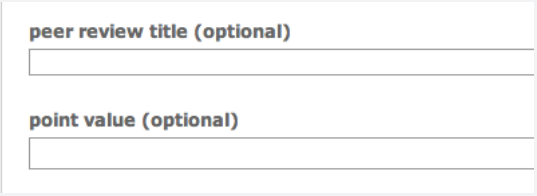
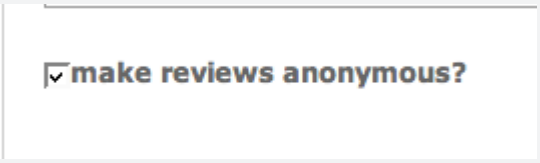
Peer review assignments can only be created once a class has at least one standard paper assignment on Turnitin. A peer review requires an assignment to be 'based on', which allows the peer review to have a pool of papers to use as the basis for the peer review.

The assignment the peer review is based on should meet the following criteria:

- The due date of the parent assignment comes before the start date and time of the peer review
- Student submissions should not contain the name of the student in the paper to preserve anonymity in the peer review process (optional)
- If the students will need a peer review rubric set available to them on the peer review, open the assignment options for the parent assignment by clicking on the assignment name and select the desired peer review rubric set from the drop-down menu

Step One - Selecting an Assignment and Peer Review Options

To create a peer review, click on the *new assignment* button. Select peer review assignment from the *create a new* pull-down menu, the create peer review (1 of 4) screen will load.

Creating a peer review step 1	
1. Once peer review assignment has been selected and the create peer review screen loads, select the paper assignment the peer review is based on	
2. (optional) Select a title and point value for the peer review	
3. Decide whether to make reviews anonymous. The default is to make reviews anonymous. To not make reviews anonymous remove the check from the check box by clicking in the check box	

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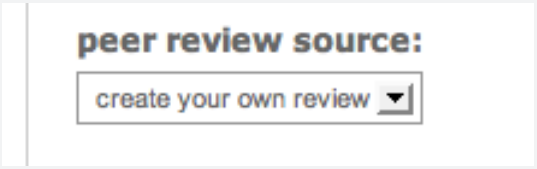
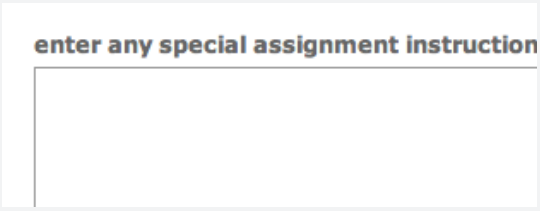
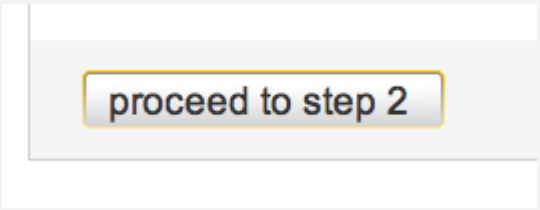
Creating a peer review step 1	
4. Next, select the dates for the peer review. The dates the instructor must select are: the start date, the due date, and the post date. The start date is the date students can begin reading papers and writing reviews. The due date prevents students from writing reviews after this date. The post date is the date students will have access to reviews written by their classmates	
5. Select whether to create your own review or to use the peer review library to load a previously made peer review	
6. (optional) Enter any special assignment instructions in the specified field	
7. Click on the *proceed to step 2* button to proceed to the next step	

To use a peer review that was created previously by this instructor user, select it from the peer review library. Select *use peer review library* to open the library and select a review. For more information on the peer review library, please see the chapter on **Libraries** in this user manual.

If there are no previous peer reviews that have been created, the instructor user should ensure that *create your own review* is selected.

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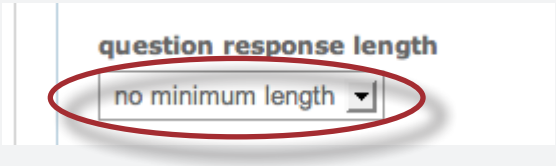
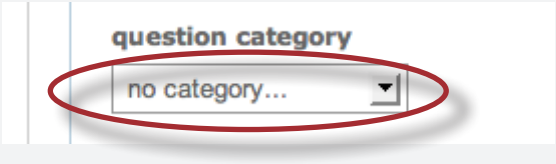
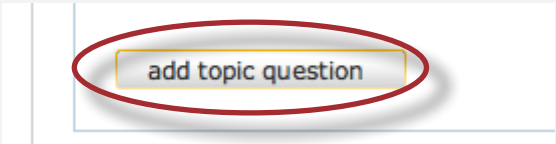
Step Two - Adding Topic Questions

Step two allows an instructor to choose topic questions for the review. A topic question example would be:

> *"Identify the thesis of this paper and discuss its overall effectiveness."*

Topic questions allow an instructor to pose these questions to students. Topic questions can include minimum length requirements and may be sorted into categories for organizational purposes.

To create a topic question and add it to a Peer Review:	
1. Enter a topic question in the text box	
2. (Optional) Select a minimum length for the response to this question. Student responses must meet or exceed this length	
3. Select a category for the topic question. This will sort the topic question into the category selected in the question library. See **Chapter 9: Libraries** in this user guide for more information	
4. Click *add topic question* to add the topic question to the assignment. Each topic question stacks at the bottom of the browser window in the topic question table.	
5. Repeat steps 1-4 to add any additional topic questions to the peer review assignment	

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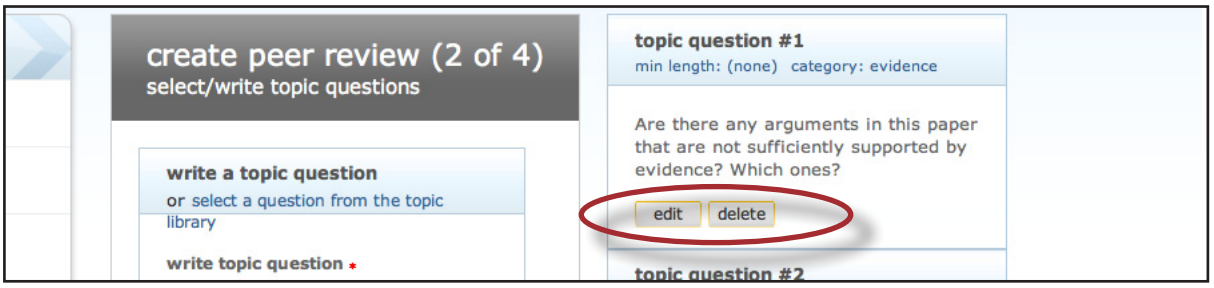
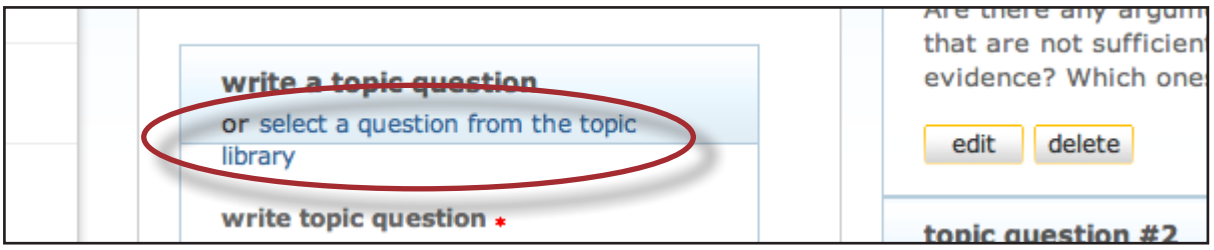
Once a topic question has been added to the review, the topic question can be revised or deleted by the instructor.

To revise a topic question click on the edit button within the topic question.

Click the delete button within the topic question to delete it from the peer review. Deleted topic questions will remain in the topic question library.


create peer review (2 of 4)
select/write topic questions
write a topic question
or select a question from the topic library
write topic question *
topic question #1
min length: (none) category: evidence
Are there any arguments in this paper that are not sufficiently supported by evidence? Which ones?
edit
delete
topic question #2

To use a previously created topic question or to select a pre-created topic question from the Turnitin topic library, click the *select a question from the topic library* link to open the library of topic questions that are available.



When finished creating and adding topic questions to the peer review, the instructor must click submit to proceed to Step 3.

Step 3 - Adding Metric Questions

Metric questions ask a student to rate the paper they are reviewing on a scale of 1(low) to 5(high) based on a question. An example of a metric question might be:

> *"On a scale of 1 to 5, rate the effectiveness of the author's thesis."*

Metric questions are always shown in this form and the scale available is 1-5. Students should be informed that 1 is the lowest scoring and 5 is the highest.

Metric questions are saved in the question library and may be organized into categories. For more information, please refer to **Chapter 9: Libraries** in this user manual.

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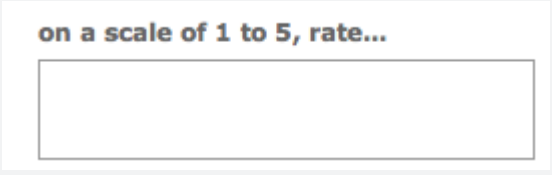
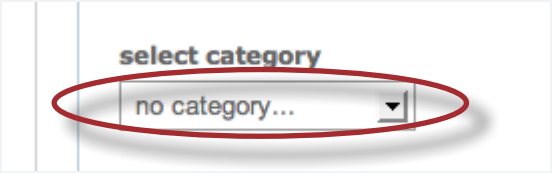
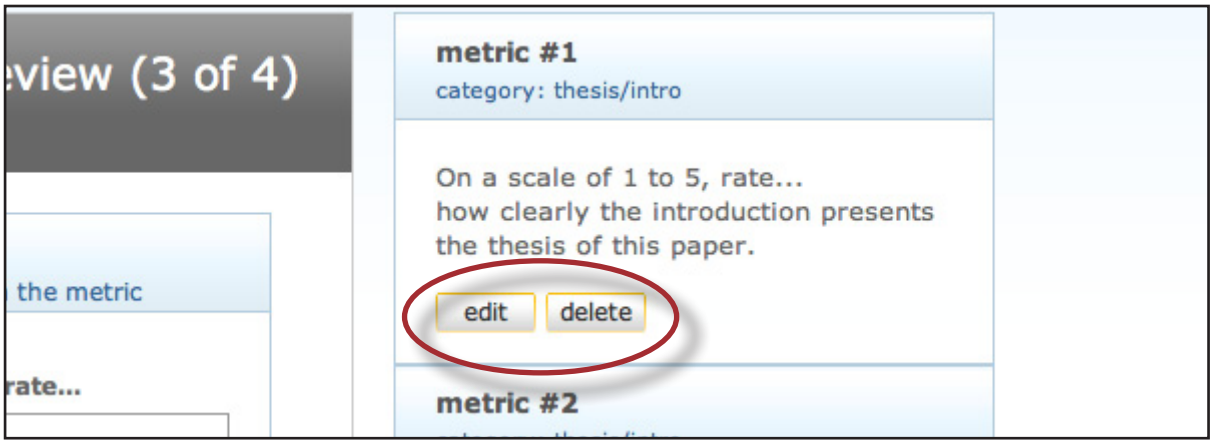
To create a metric question and add it to a Peer Review:	
1. Enter a metric question in the text box	
2. Select a category for the metric question. This category is used to organize the question in the question library. See **Chapter 9: Libraries** for more information	
3. Click *add metric* to add the metric question to the peer review and the metric question library. Metric questions added to a peer review stack at the bottom of the browser window in the metric table	
4. Repeat steps 1 through 3 until all desired metric questions are added to the peer review. Once complete, click on *proceed to step 4*	

Once a metric question has been added to the review, the metric question can be revised or deleted by the instructor.

To revise a metric question click on the *edit* button within the added metric question.

Click the *delete* button within the added metric question to delete it from the peer review. Deleted metric questions will remain in the metric question library.



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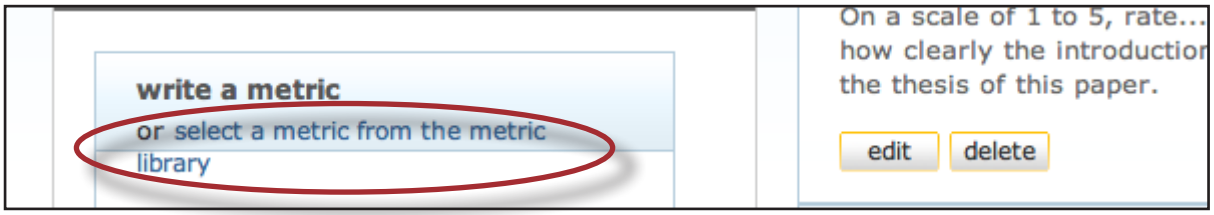
To use a previously created metric question or to select a pre-created metric question from the Turnitin metric library, click the *select a metric from the metric library* link to open the library of metric questions that are available.


write a metric
or select a metric from the metric library
On a scale of 1 to 5, rate...
how clearly the introduction
the thesis of this paper.
edit
delete

When finished creating and adding metric questions to the peer review, the instructor must click submit to proceed to Step 4.

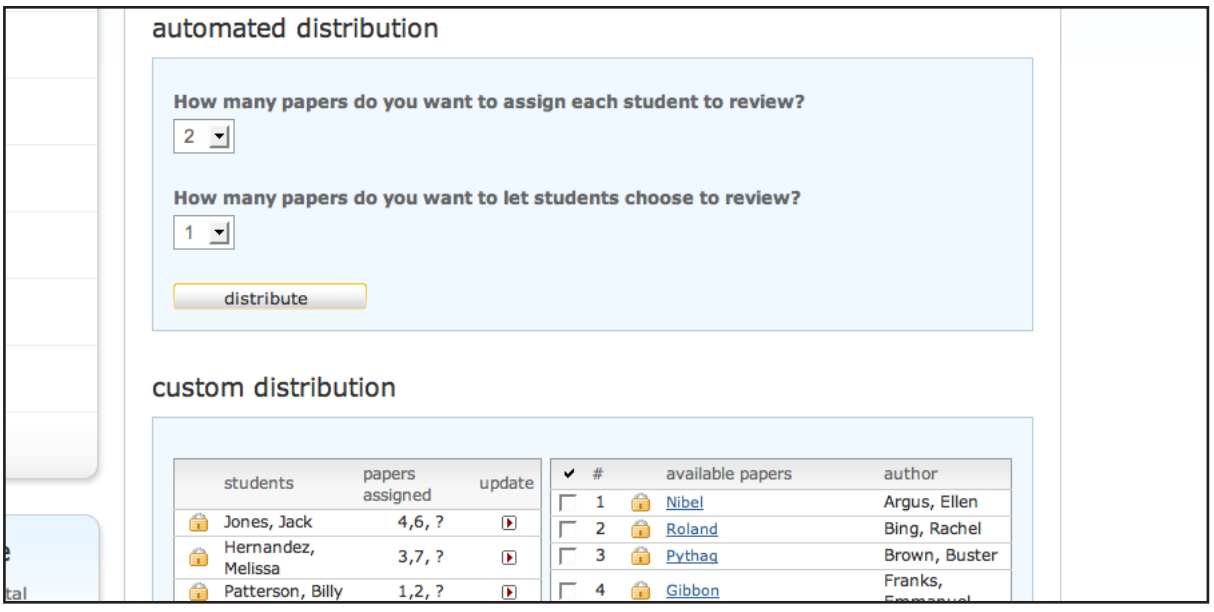
Step 4 - Distributing papers

In step 4 the instructor determines how papers will be distributed to the students in the course. All eligible students are listed in a table to the left and the available papers are listed on a table to the right.

Depending on the distribution method being used, select the method described in Step 4a - immediate distribution, or Step 4b - delayed automatic distribution.

Immediate distribution should only be used when all students have submitted papers to the assignment the peer review is based on. Any students who have not submitted will be excluded from the peer review and once the papers have been distributed, no additional papers can be added.

Delayed automatic distribution waits for the start date of the Peer Review assignment and at that time distributes the papers in the assignment the Peer Review is based on. This allows time to ensure all students have submitted to the assignment so that all students enrolled in the class can receive peer reviews.



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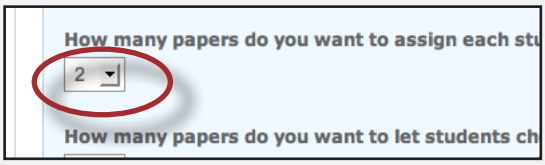
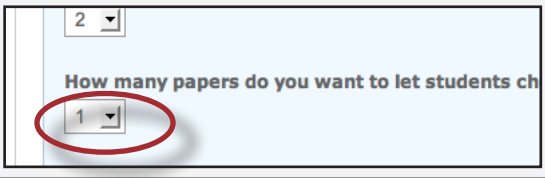
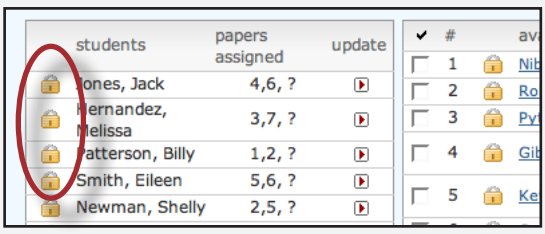
Step 4a - Immediate Peer Review Distribution

Warning: Only distribute papers if all submissions have already been made to the assignment the peer review is based on. If students have not yet submitted or not all students have submitted, do not distribute the peer review until they have completed submission. Once information has been entered in a single peer review by a single student, the peer review becomes locked and cannot be updated or modified and no new papers can be distributed.

If **all** student submissions have not been made, go to Step 4B below.

To immediately distribute papers for peer review:	
1. Select the number of papers for each student to be randomly assigned	
2. Select the number of papers each student must select to review	
Note: The number of papers assigned to each student and the number each student is able to select to review will equal the number of papers each student must review. For example, two random assigned papers and two papers selected by the student means each student must write four total reviews	
3. If any student or submitted paper should be locked out of the peer review, click on the open lock icon to the left of the student name or the open lock icon for that paper. The open lock icon will become locked and, the paper or student is now locked.	
4. Click the *distribute* button to send the papers immediately to the students for peer reviewing	

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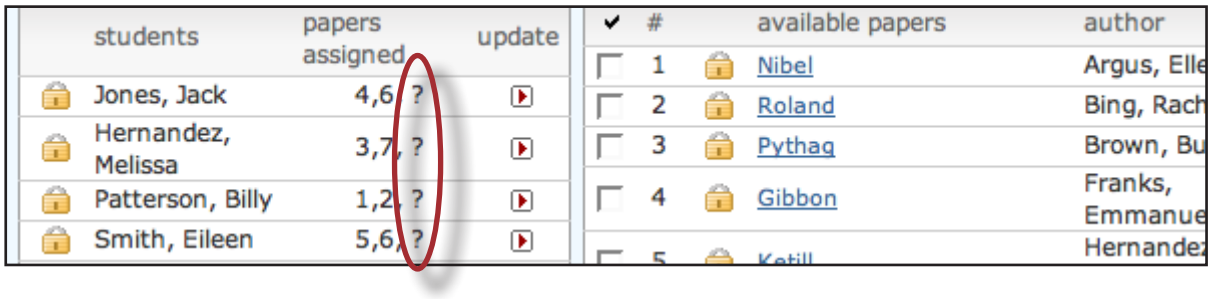
Papers that have been distributed to the students will appear in the papers assigned column. The numbers that appear correspond with the papers listed in the papers available column to the right. Question marks are used to represent a paper that the students can select from the available papers during the peer review.



Click submit to save and add the review. The peer review will stack beneath the assignment it is based on in the class homepage for instructors and will appear on the class portfolio page for students.

Step 4b - Delayed Automatic Distribution

Warning: Once the peer review start date and time has arrived, all papers in the parent assignment except those locked will be distributed to students for peer review. No additional submissions can be added to the peer review after that distribution time. Once information has been entered in a single peer review by a single student, the peer review assignment becomes locked and cannot be updated or modified and no new papers can be distributed.

If all submissions have already been made, use method 4a.

If students have not completed submissions in the assignment the peer review is based on, the instructor can still determine how papers will be distributed. Papers will be distributed to the specifications selected on the start date and time of the peer review.

Note: Because papers will be distributed on the peer review start date, this date should come after the original assignment's due date. This will ensure that students have had the opportunity to submit their papers before the peer review is distributed.

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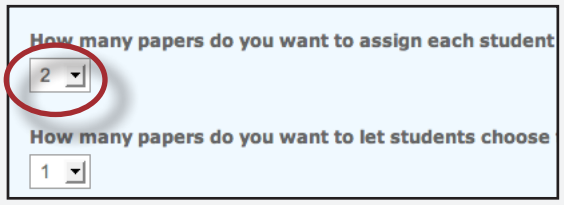
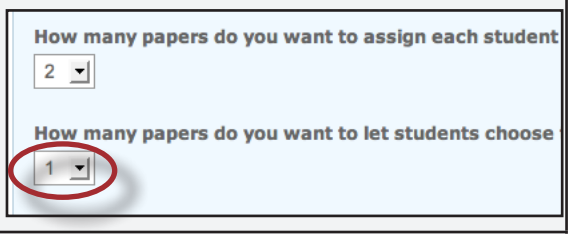
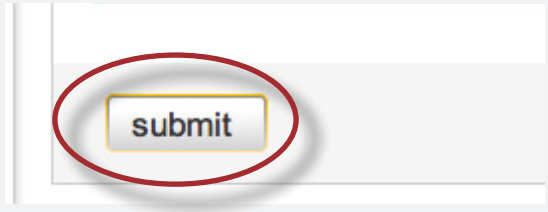
To distribute papers at the start date for the Peer Review:	
1. Select the number of papers to randomly distribute to each student	
2. Selected the number of papers each student may select to peer review	
Note: The number of papers each student must review is the combined total of those randomly distributed and those the student may select. For example, three randomly assigned and two selected papers means each student is given five peer reviews to complete for this assignment	
3. Click submit to confirm the assigned distribution plan and finalize the peer review.	

Once the peer review creation is completed, the peer review will stack beneath the assignment it is based on under the instructor class homepage. The peer review will appear on the class portfolio page for students as well but will not be available to students until the start date and time.

Viewing Paper Distributions

To view the current distribution of papers for a peer review, click on the paired circle icon under the submit column for the peer review on the class homepage. The paper distribution screen will appear and display the current distribution of papers. The instructor may change or update this information as needed as long as no students have yet begun writing a peer review. Once a peer review has been started by a student, the peer review becomes 'locked'.

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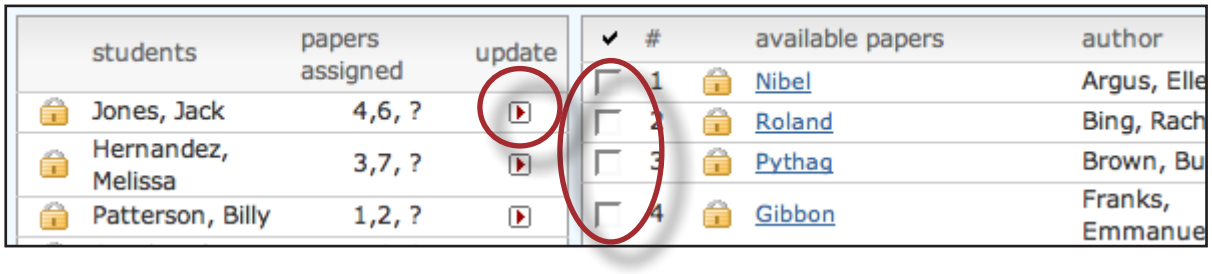
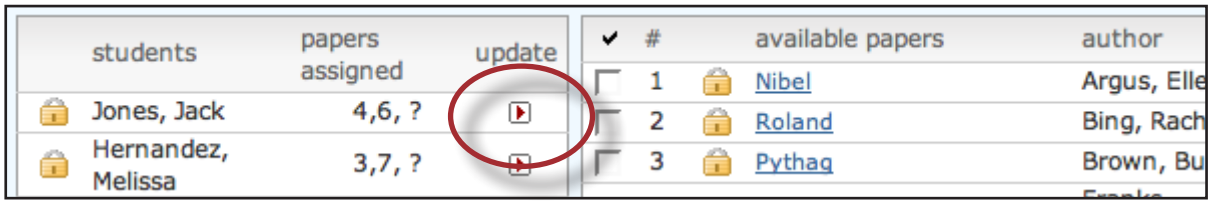
Redistributing Papers

The instructor is able to redistribute papers until a student review has been submitted or until the due date of the peer review has been reached. An instructor can still manually distribute papers to those students who have not yet written reviews.

To manually assign a paper the instructor must first click on the distribute icon. Then click the check box next to the paper(s) that will be assigned to a specific student.



The instructor then needs to click the *update* icon to the right of the student name. The newly assigned papers will appear in the *papers assigned* column to the right of the student name in the *enrolled students* column.



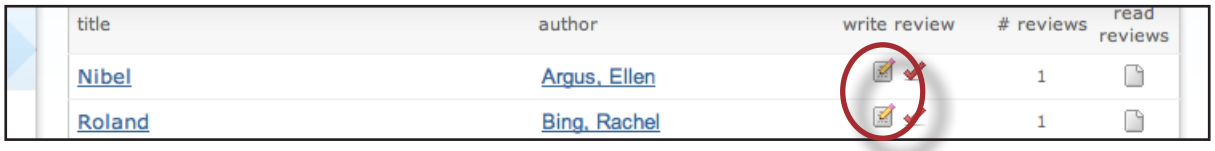
Writing a Review of a Student Paper

The instructor is able to write a review to supplement those that students will receive from their peers. The instructor is provided with the same topic and metric question structure as the students.

An instructor can begin writing a peer review of a student submission in two ways:

- click the peer review tab on the class homepage

- click the pencil and paper icon next to a review to open the peer review page and select a paper to write a review on



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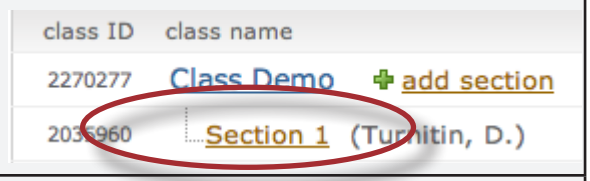
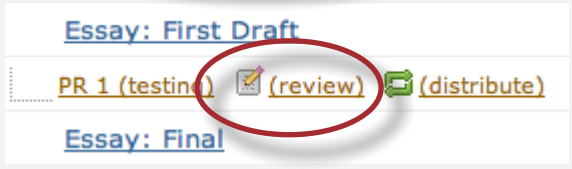
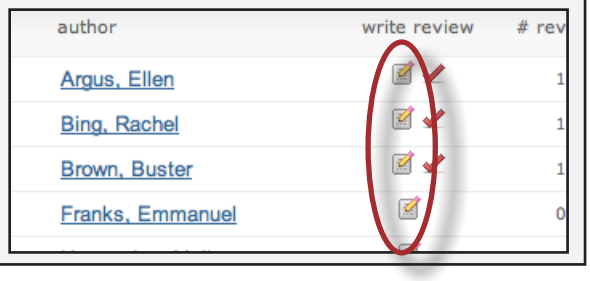
At the top of the peer review page is a pull down menu containing the reviews ongoing for the class. Use the pull down menu to select a peer review assignment to view.

To begin writing a peer review on a paper the instructor can click on the peer review pencil icon next to that paper.

Before Writing a Review:

Tip: Peer review answers must be submitted after every topic questions or set of metric questions is completed. A peer review can be saved and closed to be completed at a later time by clicking the *save and close* link at the top of the peer review page. Do not click the topic question numbers or the *view metrics* link after entering an answer, as it will not save and the answer will be lost.

Warning: Do not leave the Peer Review window open while typing extremely long responses. This may cause the internet connection or web site connection to time out and result in lost work. Responses requiring more than ten minutes of typing should be written in word processor software on the computer and then copy and pasted into the Peer Review topic question box. Some users may wish to pre-write the peer review topic question responses in their word processor software, then log into Turnitin and copy and paste all of the responses in sequentially to save time.

Writing a Peer Review for a selected paper:	
1. Enter the class by clicking the class name. If the class is a master class, click on the Section name.	
2. Click the pencil and paper icon or the *review* link to the right of the Peer Review assignment, or click on the peer review tab.	
3. Click on the pencil and paper icon to the right of the paper to review.	

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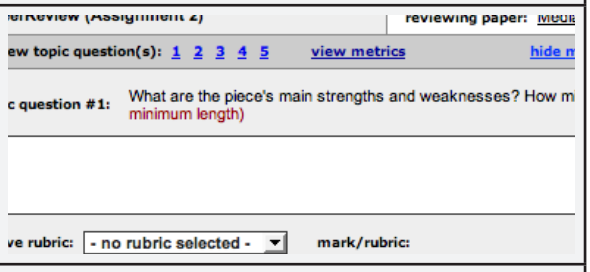
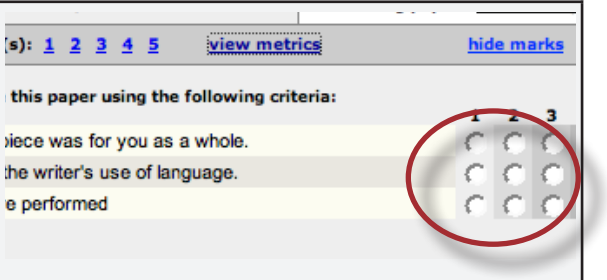
Writing a Peer Review for a selected paper	
4. Answer the first topic question (to place comment numbering marks or peer review rubric marks to a review, see Adding Marks)	
5. Click *submit* to save the answer to the topic question	
6. Repeat steps 4 and 5 for any remaining topic questions, ensuring that each answer is saved by clicking *submit*	**Tip**: want to add a mark to a paper? See Adding Marks below!
7. To answer metric questions, click the radio button under the numbers column to give the paper a rating for the criteria listed.	
8. Click *submit* to save the metric answers. The peer review is now completed	

Adding Marks

An instructor is able to add marks to a paper during the review process. The marks can then be referenced within the responses to the topic questions. This can help enhance the points made in the topic responses.

A rubric mark can also be associated with the mark to provide more in depth information. For more information on rubrics, refer to the Rubric Library section of **Chapter 9: Libraries.** A rubric set must be associated with the assignment for rubrics to be available. Please refer to Creating an Assignment in **Chapter 1: Getting Started** for more information.

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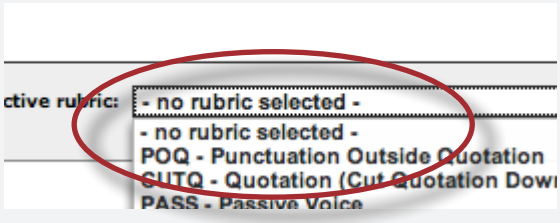
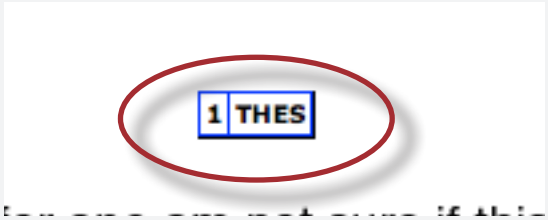
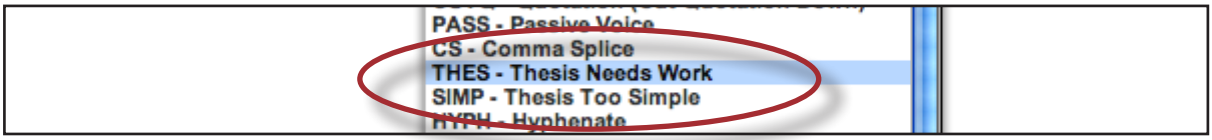
Adding a mark to a paper in Peer Review:	
1. (Optional) While answering a question in the peer review, select a rubric to associate with the mark from the *active rubric* pull down menu. If no rubric was selected for the assignment, this is not available	
2. Click anywhere on the student paper. A mark will appear when the paper is clicked. Each mark is assigned a number that you can use to reference this mark in the topic responses. Any rubric that was selected will appear next to the mark	
3. Accidentally added marks can be deleted by clicking on the mark once to select it, and then clicking the mark again. Deleted marks cannot be recovered	

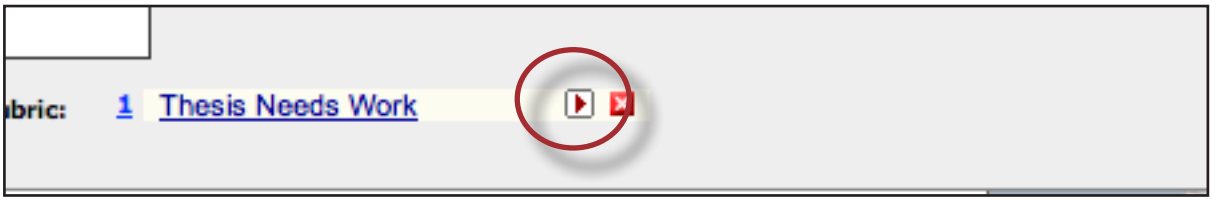
Changing or Adding a Rubric

Once a mark has been placed: a rubric may be added to the mark, or a rubric attached to the mark can be changed or deleted.

To add or change a rubric, select the rubric to change to from the *active rubric* pull down menu.



Click the select icon shown below (to the right of the currently assigned rubric) to add the *active rubric* with the existing mark.



Moving a Mark

Marks placed on a reviewed paper can be selected and moved to a new location on the paper.

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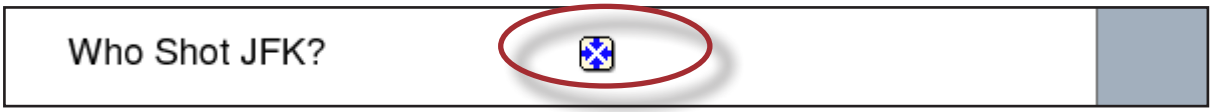
To move a mark, click on the mark. It will change to a marker icon.



Click and drag the marker icon to a new location on the paper; when the user releases the mouse button, the mark will be moved to the location the mouse button was released at.

Deleting a Mark

A mark can be deleted by clicking on the red X icon to the right of the mark/rubric name on the top frame on the Peer Review window. Deleted marks cannot be retrieved.

Reading Peer Reviews

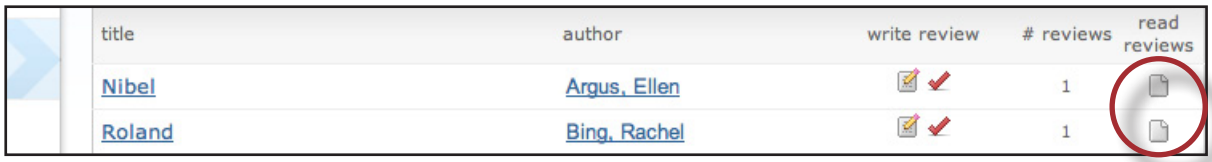
Peer reviews that have been completed can be accessed from three locations:

- the *peer review* tab, which leads to the peer review page for a class. The instructor can select which reviews to view
- the *inbox* for the peer review assignment can be reached from the class homepage
- the student portfolio page, which shows any submissions made by the student including peer reviews. This can be accessed by clicking on the student name in an assignment inbox or from the *students* tab

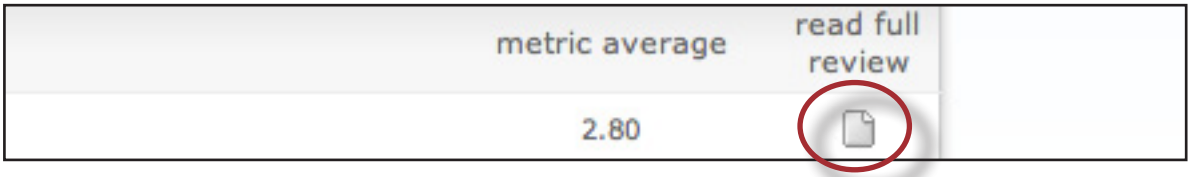
Accessing Reviews from the Peer Review Page

To reach the peer review page, the instructor clicks on the peer review tab from the class homepage.

Clicking on the *read reviews* icon next to the paper will display a list of all the reviews written on a specific paper.



The instructor can then click the *read full review* icon to access a specific review out of the reviews written on the selected paper.



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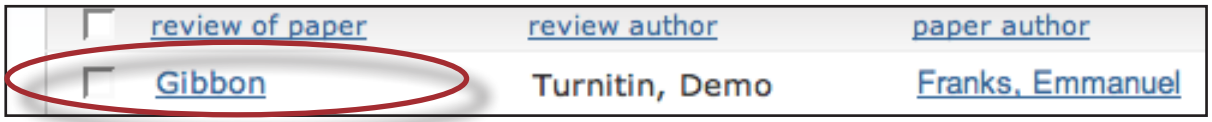
Reading Reviews from the Assignment Inbox

To read the reviews of student papers the instructor can click on the name of the peer review assignment from the class homepage.

A list of all the reviews that have been submitted will be displayed. To read a review, click on the paper title under the *review of paper* column.



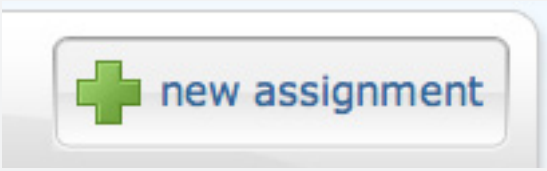
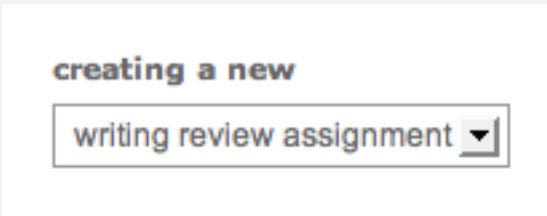
To view all the reviews that have been written for a paper, click the icon in the *compare* column for that paper.

Reading Reviews from a Student's Class Portfolio

The class portfolio is reached by clicking on the name of the student in an assignment inbox or on the class *students* page. A list of all submissions made by this student in the class will be shown. To read a review, click on the paper title next to the review.

Creating a Writing Review

Writing reviews are created to allow students to submit a paper about what they have learned during the review process. While not part of the peer review itself, a writing review is often a good follow up to a peer review to reinforce the lessons of peer-reviewed work.

To create a writing review:	
1. Click the *new assignment* button on the assignments page of a class	
2. Use the create a new pull down menu at the top and select *writing review assignment*. The writing review assignment creation screen will load	

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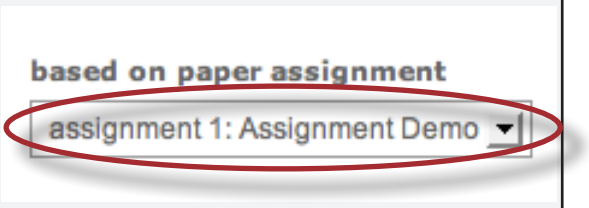
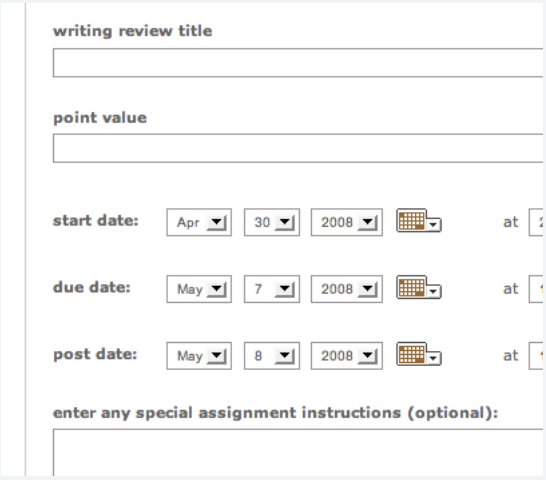
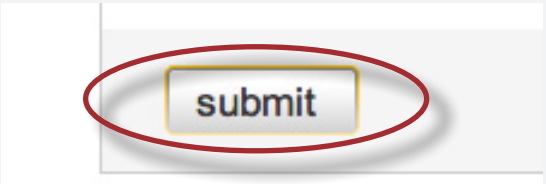
To create a writing review:	
3. Select the paper assignment that the writing review will be associated with	
4. Enter the additional information: • (optional) Writing review title • (optional) Point value (applies to GradeBook users only) • Assignment start, due, and post dates • (optional) Additional assignment instructions	
5. Click submit to add the writing review to the class homepage	

The writing review assignment will stack beneath the assignment it is associated with. Students submit to the writing review assignment in the same way any normal paper submission would be made using Turnitin.

Note: Originality Reports are not generated on submissions made to writing reviews. If the instructor user needs Originality Reports, a normal Turnitin assignment or a revision assignment should be used.

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What you will learn.
Our environment is th
world around us. We, as hu
both live in and form part
environment. We are affected
nt, but we also affe
and changing
DICTIONARY

Turnitin Instructor User Manual

Chapter 4: GradeMark®

Updated February 27, 2009

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GradeMark® Digital Assessment

Introduction

With GradeMark® digital assessment an instructor is able to edit and grade student papers online. The instructor can add comments within the body of the paper, point out grammar and punctuation mistakes, evaluate the paper against qualitative or quantitative rubrics, assess the student's performance within the class and enter a grade for the paper that is automatically saved into GradeBook (optional). GradeMark digital assessment is currently designed for full compatibility with the following browsers:

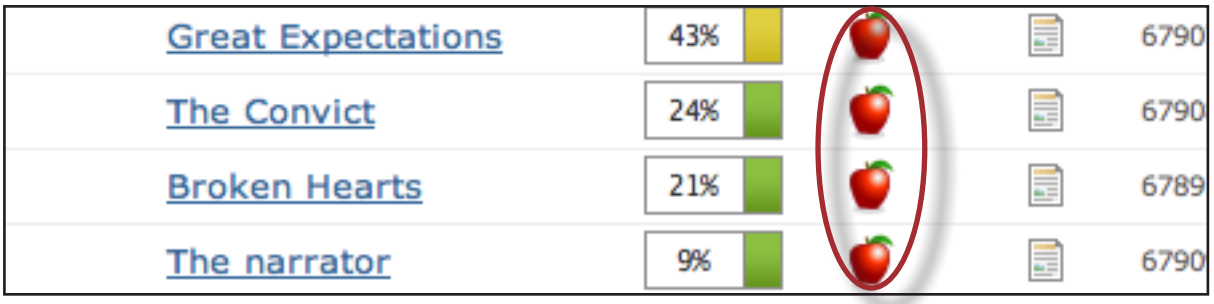
Internet Explorer 6.0 and 7 (Windows)
Mozilla Firefox 2.0 (Windows, Mac OS X)
Safari (Mac OS X)

Other browsers can be used to view or access this product but may not have access to the full functions and features. GradeMark digital assessment is best used with one of the approved browsers.

An instructor can access the GradeMark system from any one of four locations within Turnitin:

- the assignment inbox
- a student portfolio
- viewing a paper after clicking on the paper title
- from the GradeBook grading page

To mark a paper in the GradeMark system from the assignment inbox, student portfolio page, or GradeBook grading page the instructor will click on the red apple icon under the grademark column to the right of the paper that needs to be marked. A new window will open displaying the GradeMark interface. Using this interface, an instructor can add marks, general comments, and location specific comments to a student paper as well as entering a numeric grade.



Note: If the GradeMark icon is grayed out, the paper is not available for digital assessment. Please wait while the system generates the interface so that this paper can be marked.

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Grading Marks

The GradeMark system contains several tools and types of mark that instructors can use in grading and assessing papers. These include:

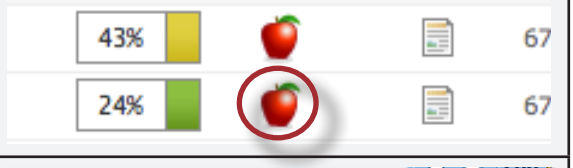
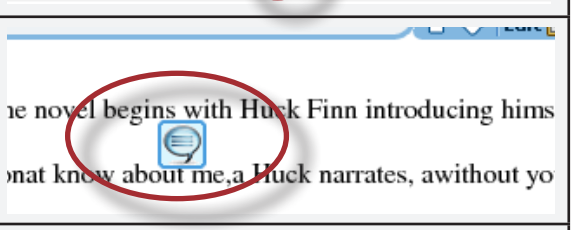
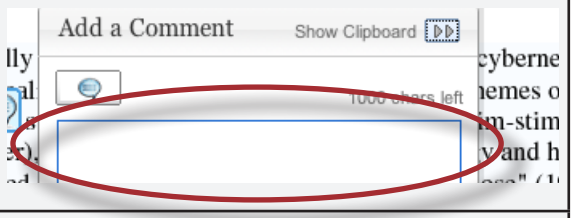
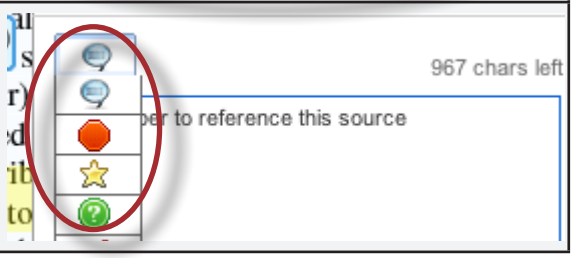
- comments
- inline comments
- QuickMark symbols
- rubric scorecards
- general comments

Comments

A comment is equivalent to the notes that an instructor may write in the margins of a paper. A comment might be:

> *"Your thesis is unfocused. Consider refining your thesis in subsequent versions of this paper."*

A comment may be up to one thousand characters in length.

Adding a comment to a paper:	
1. Click on the GradeMark icon for a submission to access the interface	
2. With the mouse click on the point on the paper to add the comment to	
3. Enter text into the text field of the comment bubble	
4. (Optional) Choose a mark icon for this comment from the icon pull down menu	

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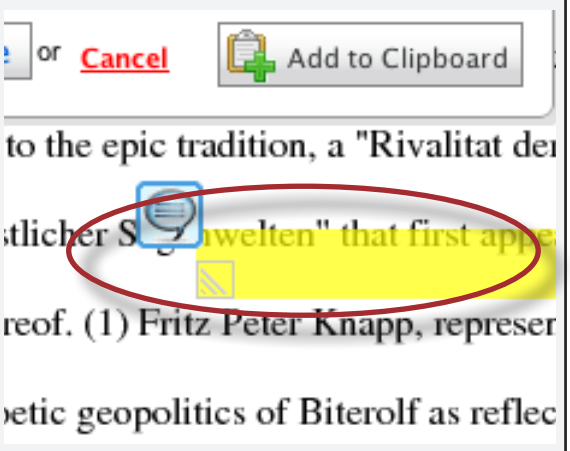
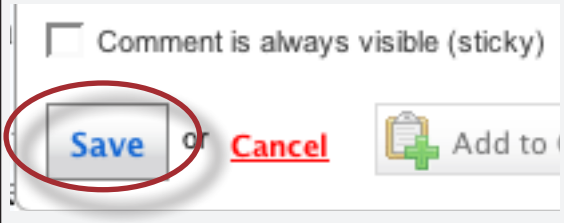
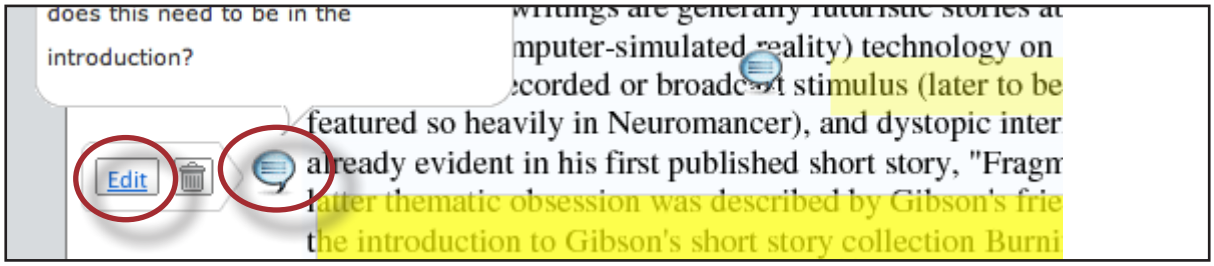
Adding a comment to a paper:	
5. (Optional) If the comment references a specific area of the paper, the user can click and drag on the paper while the comment bubble is open to create a highlight over text. The color of the highlight can be selected before clicking and dragging. Multiple highlights can be created for each mark if there are multiple areas to reference. Highlights may be overlapping	
6. Click the *save* button to save the comment. To always display the comment place a check in the *Comment is always visible (sticky)* check box by clicking in the empty box	

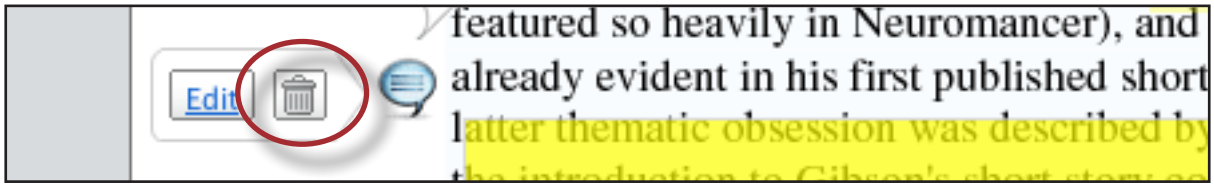
The comment will be added to the paper with the mark icon selected or the default mark icon.

The comment can be edited at any time by clicking on the mark symbol for the comment. The *Edit* and trash icons will appear, click on the edit icon or double click the mark to open up the comment box. Edit the comment and click *Save* to save any changes made to the comment. To move a comment, click and hold on the mark symbol and drag the icon to a new location.



Deleting a Comment

A comment and the associated mark can be deleted by clicking on the mark symbol on the paper. The *Edit* and trash icons will appear, click on the trash can icon to delete the mark.



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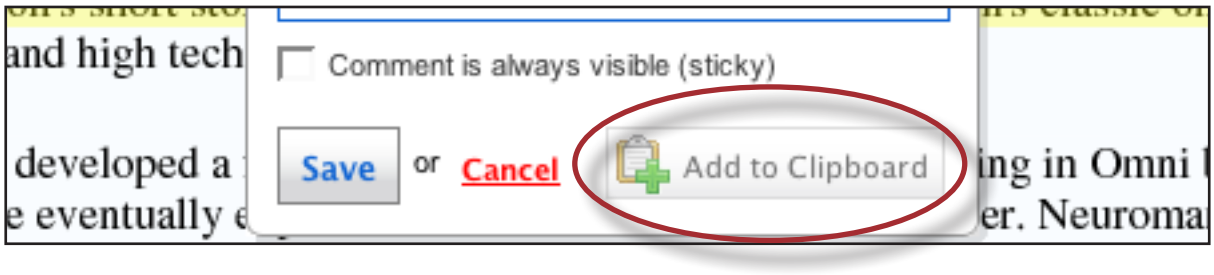
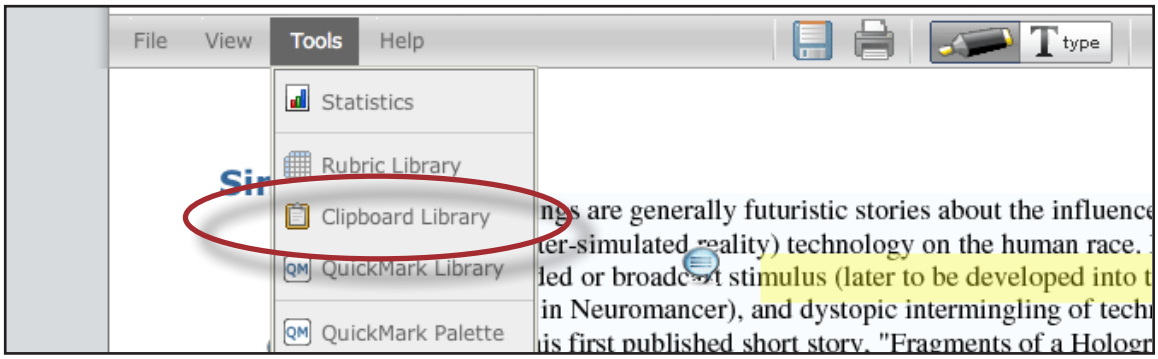
The Clipboard

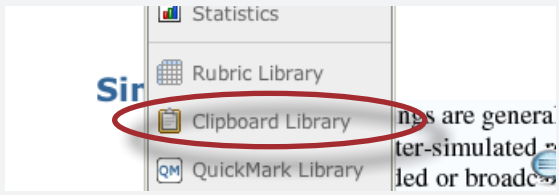
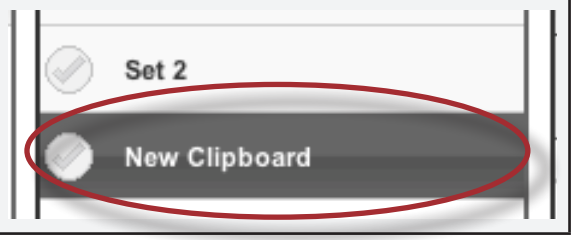
Commonly used comments or 'clips' can be saved in the clipboard for later use. Comments are organized into the clipboard as part of a set. Clips added to the clipboard can be used in any class or assignment controlled by the same instructor.

A comment can be added to the clipboard by clicking on the *Add to Clipboard* button at the bottom of the comment bubble or through the Clipboard Library.



The Clipboard Library can be accessed through the *Tools* pull down menu.



To add a clip through the Clipboard Library:	
1.Click the *Tools* menu and select *Clipboard Library*	
2. Click on the clipboard set to add a clip to it. The user may also click on *New*, then *New Clipboard Set* and create a new set, providing a name for the new clipboard	

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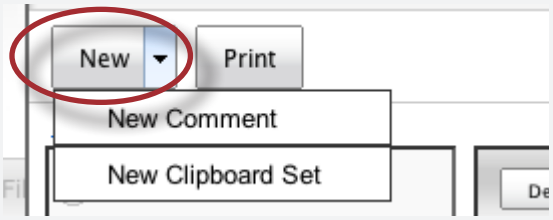
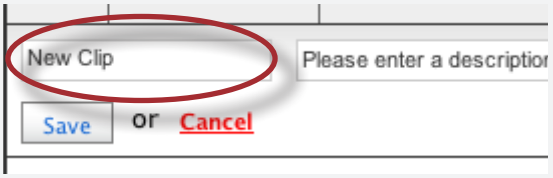
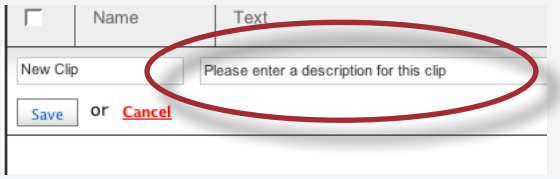
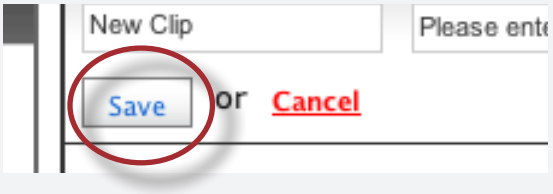
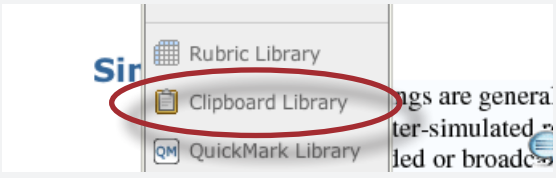
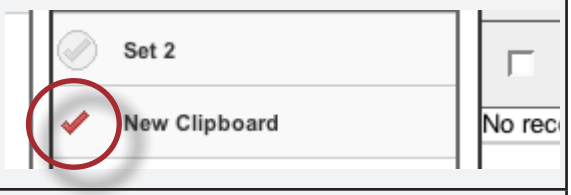
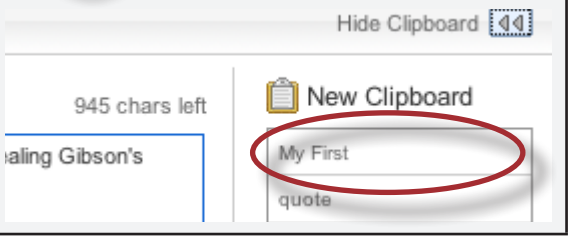
To add a clip through the Clipboard Library:	
3. Click on *New*. Then click on *New Comment*	
4. Enter up to eight characters to represent the clip on the palette in the *Palette Symbol* field	
5. Enter the text for the clip in the *Text* column	
6. Click *Save* to save the clip. This clip will now appear on the clipboard that it was created in	

Adding a set to the clipboard:	
1. Click on the Tools menu and select *Clipboard Library*	
2. Click the check mark next to the name of the clipboard set, it will turn red once clicked and will be added to the clipboard	
3. The selected clipboard set will appear on the clipboard attached to the right side of the comment bubble. To add a clip from the clipboard to the comment bubble, click on the clip name in the palette	

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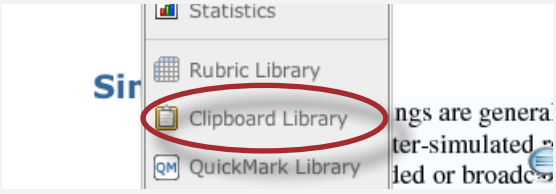
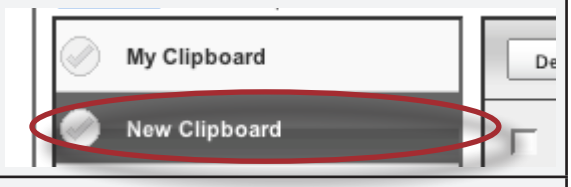
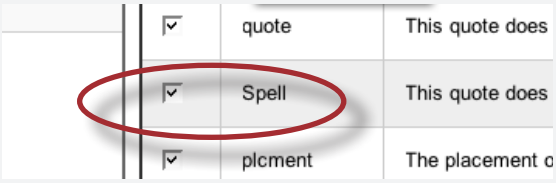
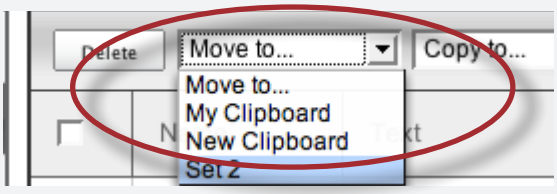
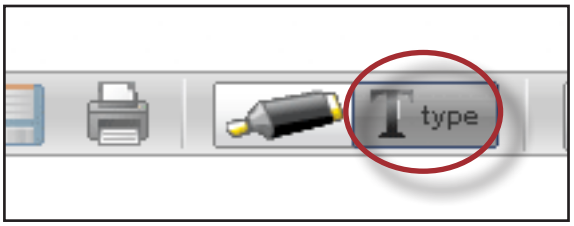
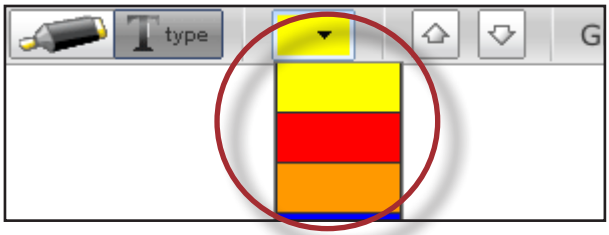
To move or copy clips between sets:	
1. Click on the *Tools* menu and select *Clipboard Library*	
2. Click the name of the clipboard set to move or copy clips from	
3. Select the clips to move or copy by clicking on the check boxes next to the clip	
4. Select the set to move clips to or copy clips to from the appropriate pull down menu	
5. The clips will now appear in the selected set. Moved clips only appear in the destination set. Copied clips appear in both sets.	

Inline Comments

Inline comments allow instructors to add marks directly onto the paper. The inline comment appears as type overlaid on the paper. The instructor may select a color from the drop down menu for the inline comment.

To add an inline comment, select the type tool from the comment tool pull down menu on the menu bar. A color from the color pull down menu may also be selected.





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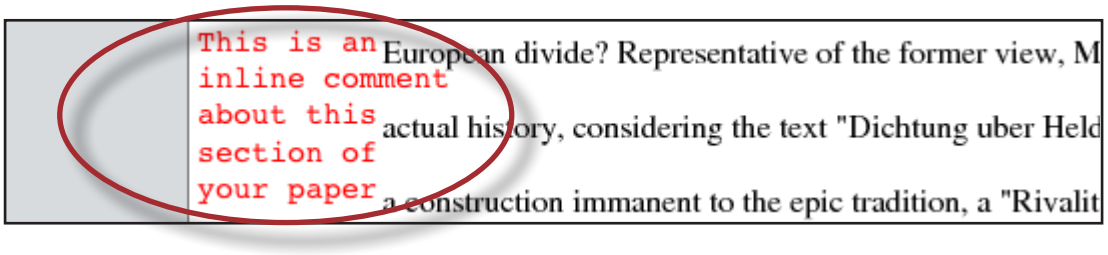
The user can click on the paper where the comment should begin. The inline comment will show up as a light gray highlight over which typing may be done. When finished, click elsewhere on the paper or select the highlighter tool from the comment tool pull down menu. The inline comment will appear as typing directly over the paper.


This is an inline comment about this section of your paper
European divide? Representative of the former view, M
actual history, considering the text "Dichtung uber Held
a construction immanent to the epic tradition, a "Rivalit

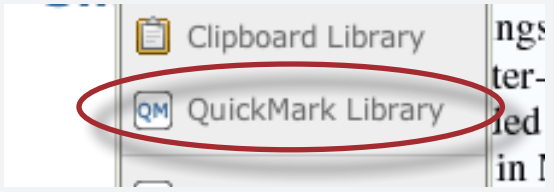
An inline comment can be deleted by moving the cursor over the comment and then clicking on the gray trash can icon that appears to the left of the comment. Deleted comments cannot be recovered.

The inline comment can be moved by clicking and dragging the comment to a new location on the page. Releasing the mouse will affix the inline comment to the page in the new location.

QuickMark℠ Standard Editing Marks

The QuickMark standard editing mark is a commonly used or standard editing mark that instructors can utilize when editing and grading papers. The number and type of the QuickMark marks added to each paper in an assignment is tracked by the *Statistics* assessment tool available under the *Tools* menu.

These marks are stored in sets found in the QuickMark library. The sets are added to a student paper from the QuickMark palette. The GradeMark system automatically provides four QuickMark sets consisting of commonly used editing marks and standard corrections. Instructors can use these sets, create sets of their own, access a set passed down from the Turnitin account administrator, upload a set provided by another teacher, or draw from a combination of sets.

Adding a QuickMark set to the palette:	
1. Click on the *Tools* menu and select *QuickMark Library*	
2. Click on the name of the set to add to the palette	

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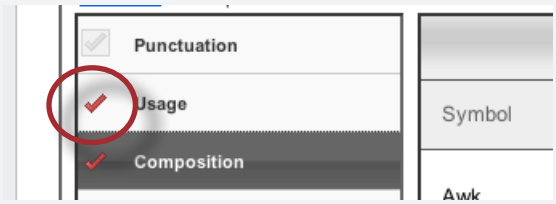
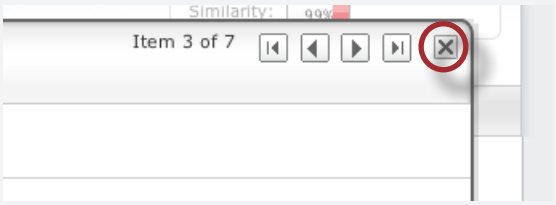
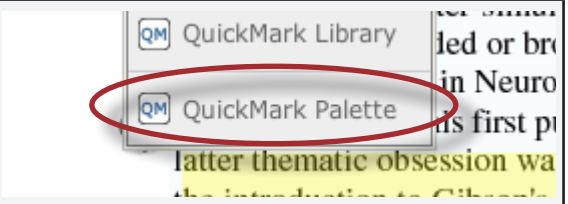
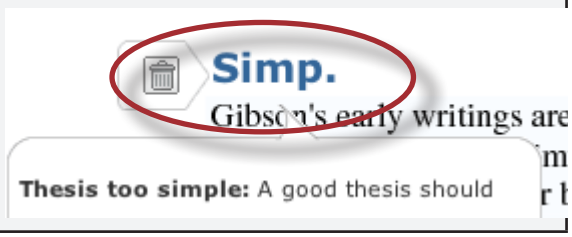
Adding a QuickMark set to the palette:	
3. Click the check mark next to the name of the QuickMark set, it will turn red once clicked and will be added to the palette	
4. Close the library by clicking the **X** in the upper right corner of the library window	

The QuickMark palette will appear containing the sets that were selected. To expand or hide the set in the palette click the expand/collapse button at the upper right corner of the set.

To add a QuickMark editing mark to a paper:	
1. If the QuickMark palette is not open, use the *Tools* menu and select *QuickMark palette*	
2. Click the QuickMark symbol for the mark to add to the paper	
3. Click on the paper where the mark should be placed	

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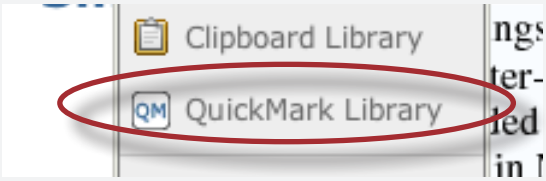
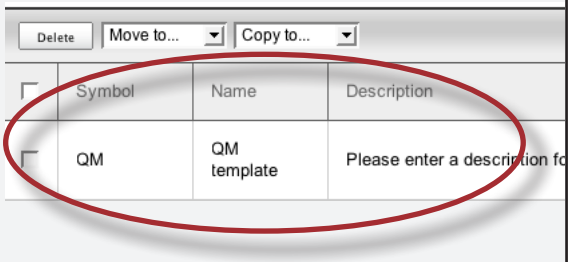
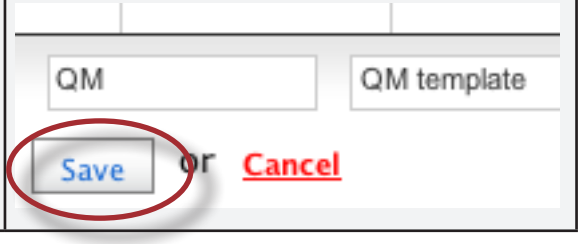
Tip: QuickMark symbols with yellow backgrounds on the palette are dynamic. These marks require further modification when added to a paper.

Some of these marks are resizable using handles at the corners of the mark. Others allow for text to be added in a text field. This allows further customizing of these editing marks.

Creating QuickMark symbols

Instructors can also create and share their own sets of QuickMark symbols in their QuickMark sets. This allows instructors to create class or curriculum specific marks that may not be part of the sets provided by Turnitin or the account administrator.

To create a new mark:	
1. Click on the *Tools* menu and select *QuickMark Library*	
2. Click the name of the set to add a new QuickMark symbol to	
3. Click the *New* button in the upper left side of the set viewing window and then click on *New Clip* from the drop down menu	
4. Enter the following information for the new mark: • A symbol up to 6 characters in length • a name • a description for the new mark • (optional) a content link - a fully formed URL web address, used to link to a site which may contain more information of use to the student	
5. Click Save to save the new QuickMark symbol into the selected set	

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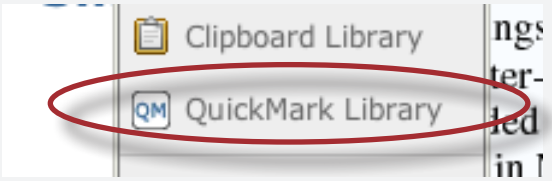
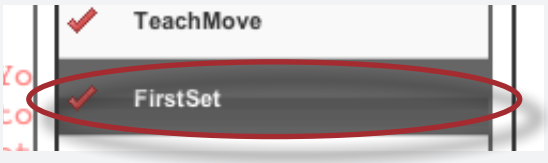
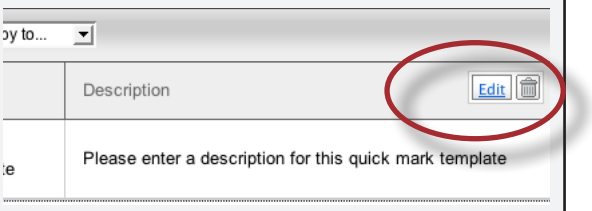
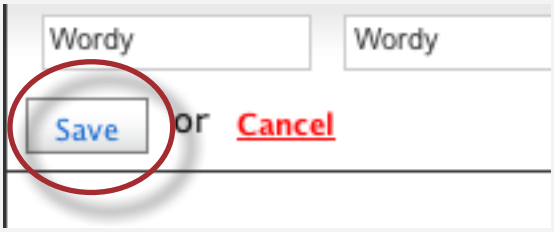
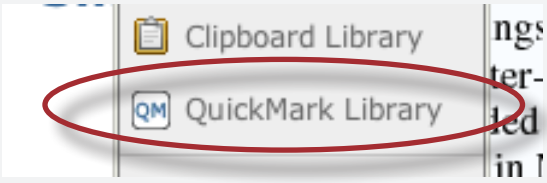
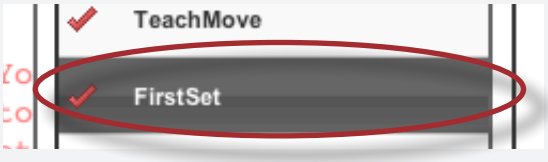
To edit a QuickMark symbol:	
1. Click on the *Tools* menu and select *QuickMark Library* or click on *Manage QuickMarks* on the QuickMark palette	
2. Click the name of the QuickMark set containing the mark to edit	
3. Click on the QuickMark, an *Edit* and trash button will appear in the description column, click the *edit* button to edit the QuickMark	
4. Edit the information on the mark	
5. Click *Save* to save the changes made to the mark in this QuickMark set	

To move or copy a mark between QuickMark sets:	
1. Click on the *Tools* menu and select *QuickMark Library* or click on *Manage QuickMarks* on the QuickMark palette	
2. Click the name of the QuickMark set containing the mark (s) to copy or move	

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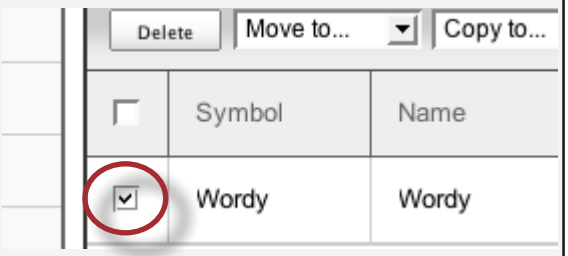
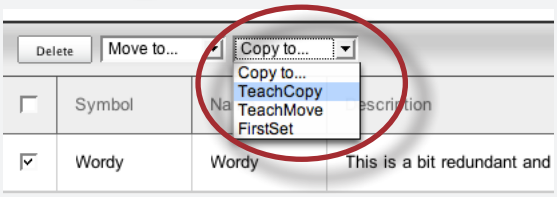
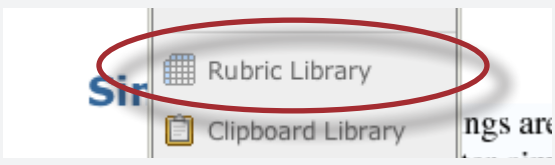
To move or copy a mark between QuickMark sets:	
3. Select the check boxes to the left of the symbol name of the marks to move or copy	
4. Select the set to move or copy the marks to from the *Move to...* or *Copy to...* pull down menu	
5. The checked quickmarks will be moved or copied to the selected QuickMark set	

Warning: Instructors may only add, delete, move, copy, or edit QuickMark sets and marks that they own. QuickMark sets with a gold lock icon to the right of the set name cannot be modified and are provided by Turnitin or the account administrator.

Rubric Scorecards

Rubric scorecards can be used to evaluate student work based on defined criteria and scales. The rubric scorecards can be created by the account administrator and shared to all instructors on an account. Instructors can also create and share rubric scorecards, allowing other instructors to upload the rubric scorecard to their classes.

To create a rubric scorecard:	
1. Click on the *Tools* menu and select *Rubric Library*	

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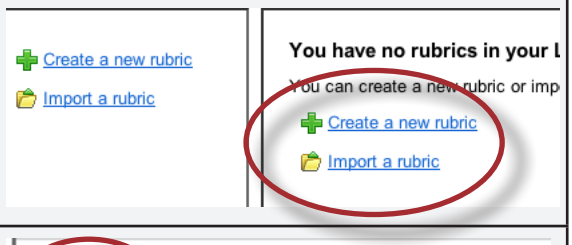
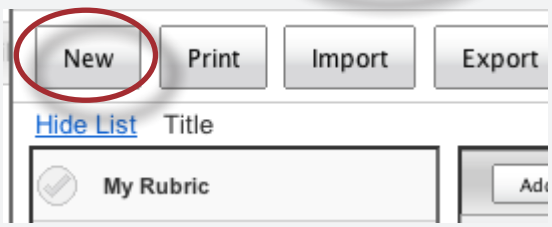
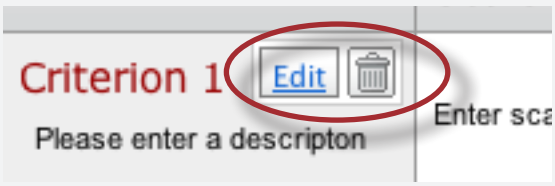
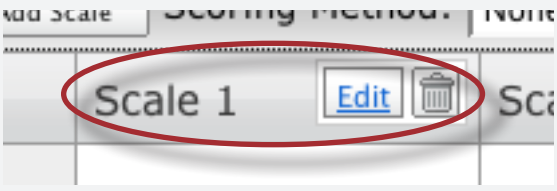
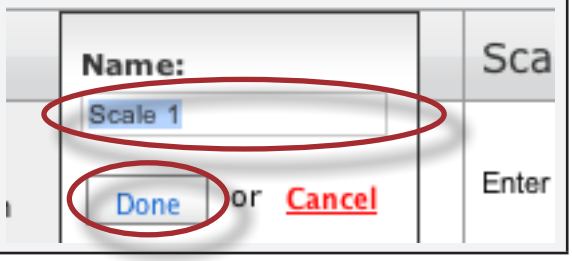
To create a rubric scorecard:	
2a. First time rubric users will see two links *Create a new rubric* and *Import a rubric*. Click on *Create a new rubric* to create a new rubric or click on *Import a rubric* to import one of Turnitin's previously made rubrics.	
2b. Users who have accessed the Rubric Library and created a Rubric Set before will see the Rubric Library interface. Click on the *New* button to create a new rubric scorecard	
3. Provide a Title for the scorecard and click *Save*	
4. To give names and descriptions to the criteria scales click on the criterion and an edit and trash button will appear, then click on the *edit button*	
5. (Optional) Enter a name and a description for the criterion for the rubric by clicking in the text boxes to edit the text. Once entered click *Done* to save any changes	
6. Repeat steps 4 and 5 for all the criteria. To add additional criteria, click on Add Criterion in the upper right corner	
7. When all criteria are added, click within each of the scale boxes and the edit and trash buttons will appear. Click on the *edit* button to change the name of the scale	
8. Enter in a new scale name and click *Done* to save any changes	

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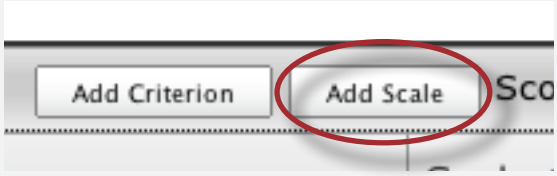
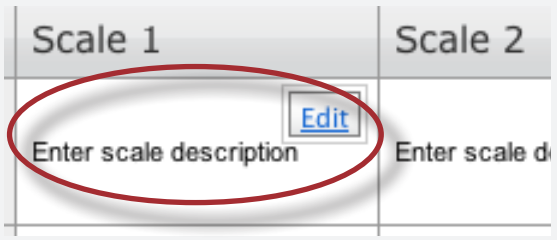
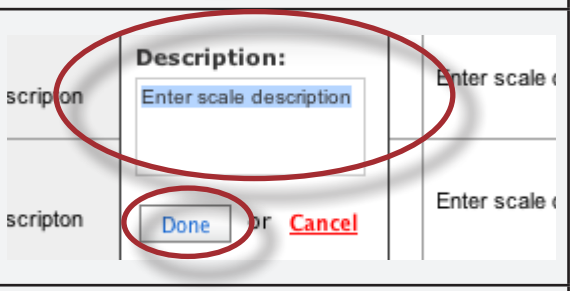
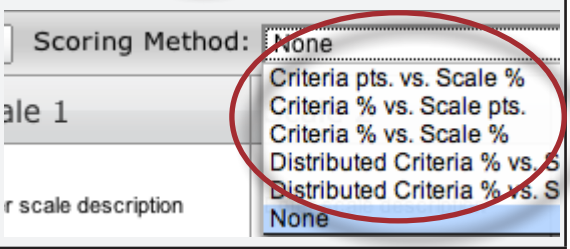
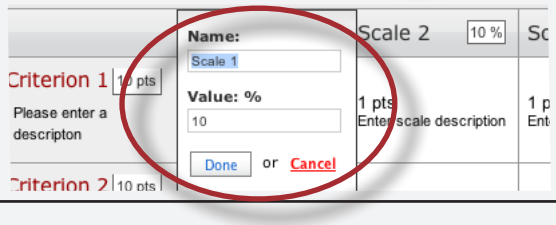
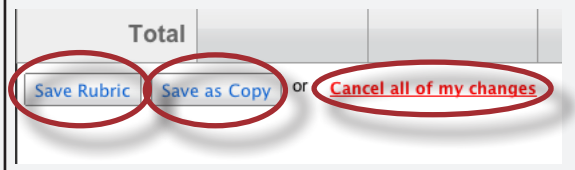
To create a rubric scorecard:	
9. Repeat steps 7 and 8 for all scales. If additional scales or criterion are needed, click on *Add Scale* or *Add Criterion* buttons at the top of the Rubric	
10. (Optional) To enter a scale description, click inside a descriptor field and the edit button will appear. Click on the edit button	
11. (Optional) Clicking on the edit button opens up a description box. To enter an explanation of what qualifies for that scale value of a criterion simply write in the text box and click *Done* to save any changes. Repeat for remaining descriptors	
12. To use the rubric to score papers, select a scoring method from the *Scoring Method* pull down menu	
13. Enter the appropriate point or percentage value for the criterion and scales by clicking on the edit button for the criterion and scales	
14. Click on *Save Rubric* to save the rubric scorecard to the Rubric Library. Click *Save as Copy* to save this rubric as a copy to the rubric library. To cancel any changes to the Rubric click on the *Cancel all of my changes* link	

Note: The point or value options within the edit menu will only appear once a scoring method has been chosen.

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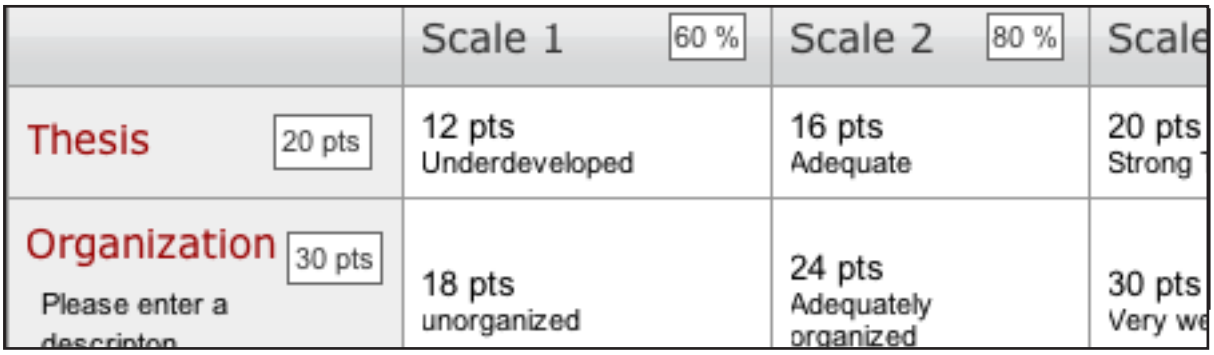
Additional Rubric Scorecard Notes

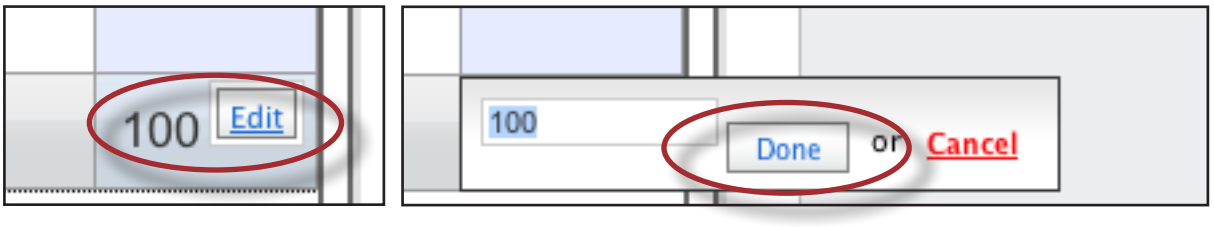
When creating scoring rubrics, instructors should be aware of the following:

- If criteria are used as percentages and the instructor needs each criterion to be worth an identical percentage, select the *Distribute Criteria %* option to automatically distribute the percentages evenly

- The values in the *Max Points* fields cannot be altered directly. These values reflect how many points towards the total points for the rubric will be awarded if a paper receives the highest possible scale value for the criterion, e.g. if the rubric has a total point value of 100, a highest scale value of 100%, and a criterion worth 20 pts the Max Points for that criterion will be 20.



- If the instructor is using criteria as percentages and scale as percentage, the instructor must set the total point value field for the rubric at the bottom of the rubric scorecard. Click in the Total point field and the *Edit* link will appear. Click on the *Edit* link to set the total point value field for the rubric, once it is set click done to save the total point value.



Modifying Rubrics

Rubric scorecards can be modified after creation. However, if the rubric scorecard has been used to score student papers, modification of the rubric scorecard will erase any scoring done on papers in the current assignment. Changes will not be applied to the rubric scorecard of previous assignments.

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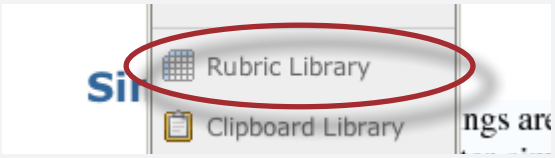
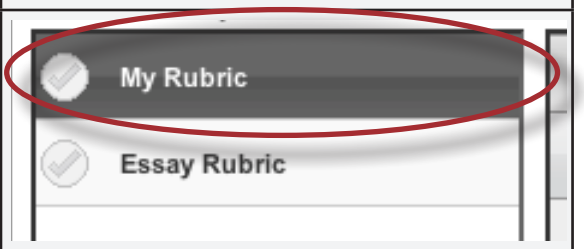
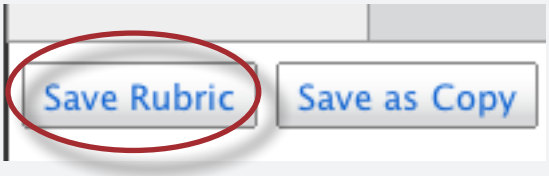
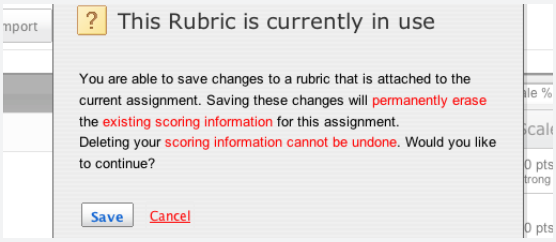
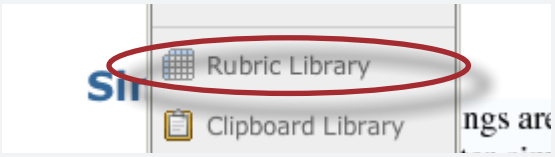
To modify a rubric:	
1. Click on the *Tools* menu and select *Rubric Library*	
2. Select the rubric to modify by clicking on the name of the rubric	
3. Change the rubric as needed	
4. Click *Save Rubric* to save any changes	
5. A notification window may appear giving a warning about losing the previous scoring information for this assignment. Click *Save* to change the scoring information	

Attaching a Rubric to an Assignment

To use a rubric scorecard, the instructor must first access the GradeMark view of a student paper in an assignment and attach the rubric to the assignment. This enables the rubric scorecard for the assignment.

Attaching a rubric to an assignment:	
1. Click on the *Tools* menu and select *Rubric Library*	

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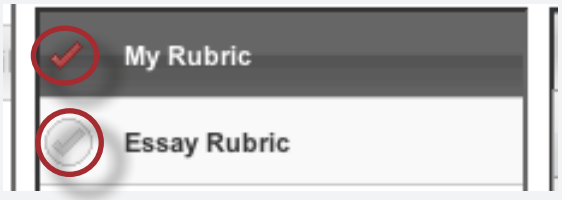
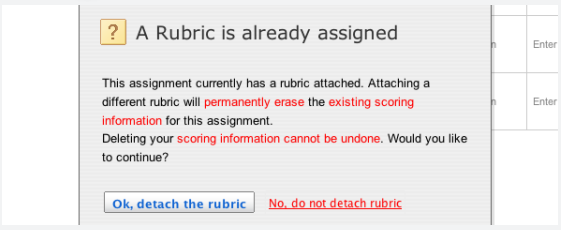
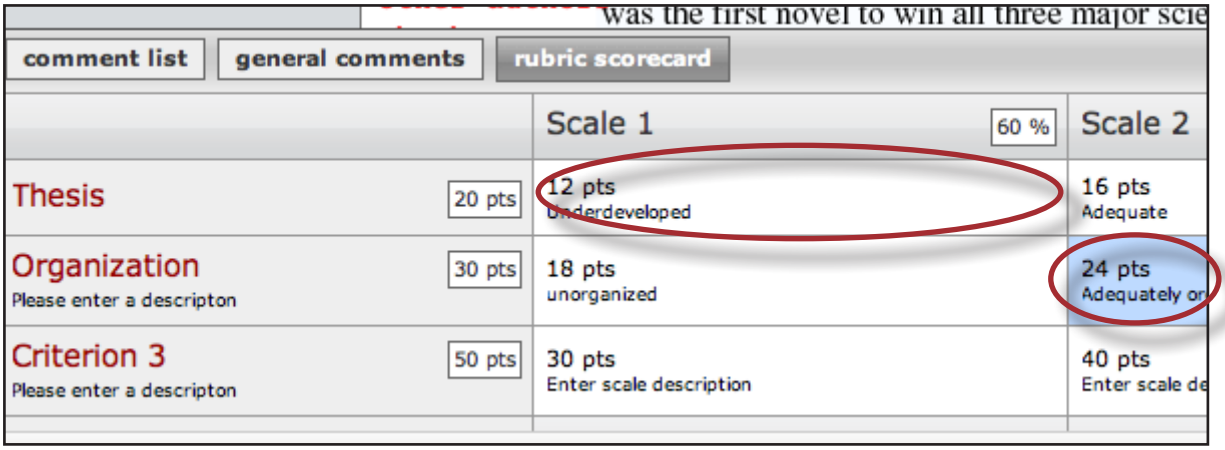
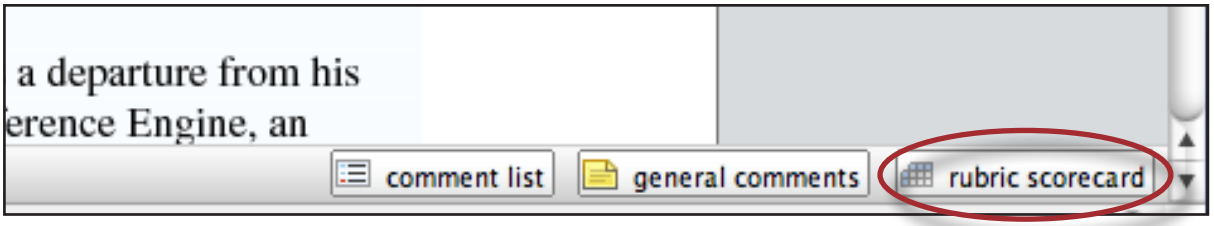
Attaching a rubric to an assignment:	
2. Select the rubric to attach by clicking on the gray check mark, a red check mark will appear and the rubric will now be attached to the assignment	
3. If a rubric is already attached to the assignment a warning notification will be given. To attach the new rubric click *Ok, detach the rubric*	

Using a Rubric Scorecard to Grade

The rubric scorecard allows the instructor to easily score the performance of a paper against a set of criterion on a scale. The rubric scorecard is accessed while the instructor has the GradeMark view of a paper open.



To open the rubric while viewing a student paper, the instructor user will click on the *rubric scorecard* link at the bottom right corner of the GradeMark window.



To grade with the rubric scorecard, the instructor clicks on the scale the paper has met for the criteria. Grade points will be automatically tallied and saved to the GradeBook for the class.

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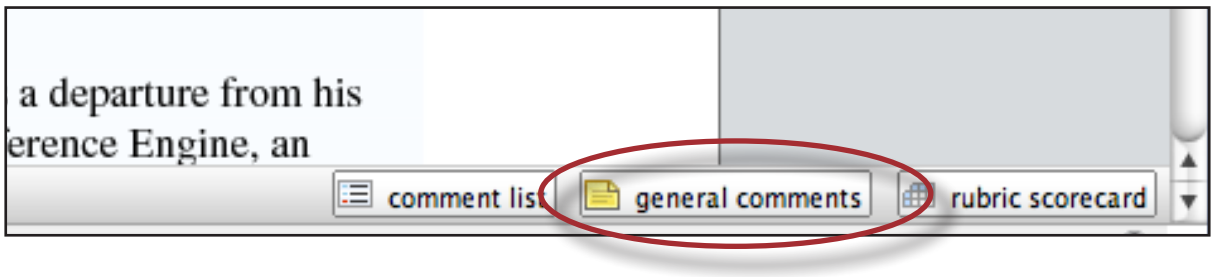
General Comments

An instructor is able to write a general comment regarding a paper. The general comment tool allows for a longer, less area-specific feedback to be provided to the student writer.

To add a general comment, click on the *general comments* link at the bottom right corner of the GradeMark paper view.



Type in the general comment in the provided space. The general comment will be part of the printable version of the GradeMark page for student users, or can be viewed online by the student by clicking on the general comments link in the bottom right corner of the GradeMark student view.

GradeMark Assessment

Paper and Assignment Statistics

Instructors can use the *Statistics* link from the *Tools* menu to view the paper information for the current student in comparison to the performance of the rest of the class in the assignment. The tool contains statistics for the grade given to the paper against the overall class grades in the assignment, the rubric scores for the paper versus the rubric scores for all other papers submitted to the assignment, and the number of QuickMark comments used on the student paper versus the number of QuickMark comments used for all other submissions in the same assignment.

Note: Statistics can only be displayed for submissions linked to a student user profile. Non-enrolled student submissions do not have any statistical information available through the GradeMark tools.

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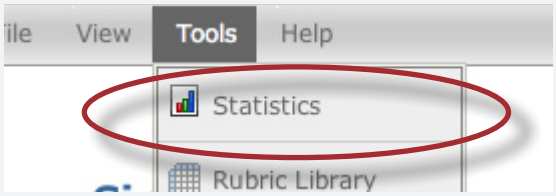
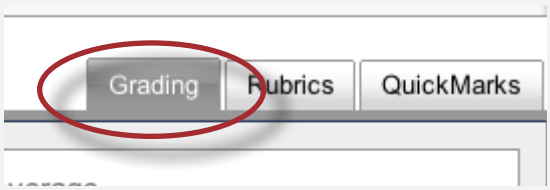
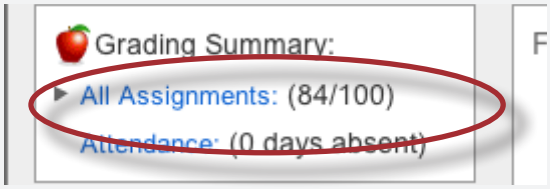
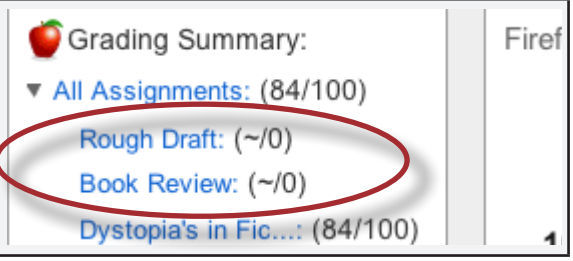
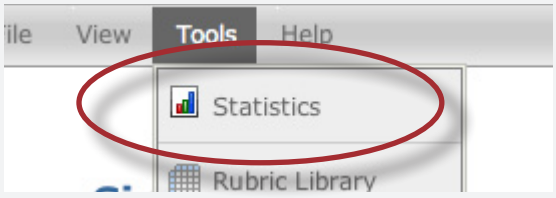
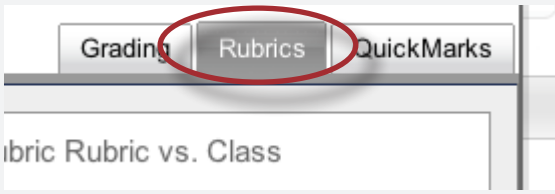
To view grade statistics:	
1. Open the GradeMark view of the student paper to access statistics for it	
2. Open the *Tools* pull down menu and click on *Statistics*	
3. Click *Grading* on the assessment graph. A graph displaying the performance of the student versus the class average on all assignments will open	
4. Click *All Assignments* to open a list of assignments that can be viewed	
5. To view the graph for an individual assignment, click on the name of the assignment	

To view rubric statistics:	
1. Open the *Tools* pull down menu and click on *Statistics*	
2. Click *Rubrics* on the assessment graph. A graph displaying the paper rubric score, if any, versus the class rubric scores on the assignment will open	

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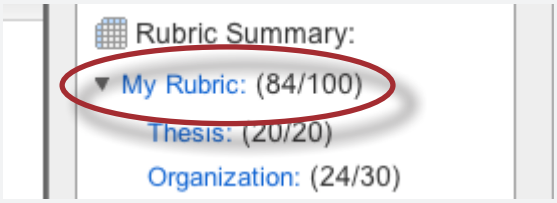
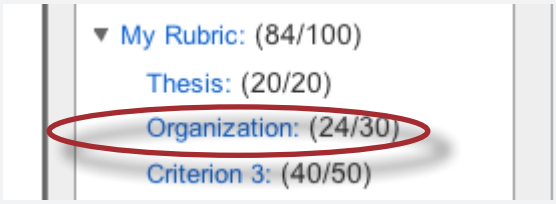
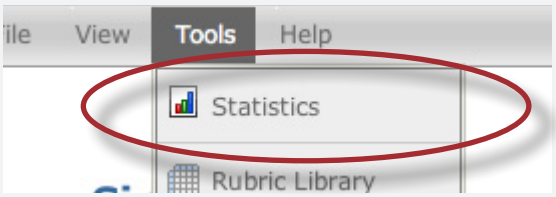
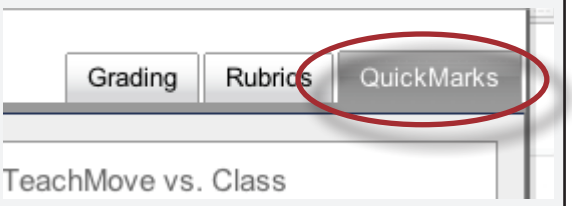
To view rubric statistics:	
3. Click the *name of the rubric* to open the list of criteria	
4. Click the name of a criterion to view the graph for the individual criterion within the selected rubric	

To view QuickMark comment statistics:	
1. Open the *Tools* pull down menu and click on *Statistics*	
2. Click on the QuickMarks tab. A graph displaying the number of QuickMark comments used on the paper versus the class QuickMark comment use will open	
3. Click the name of a QuickMark set to open the list of marks within that set and to display a graph of the use of that set within the class	
4. Click the name of a specific mark in the QuickMark set to view the graph for the usage of that individual mark.	

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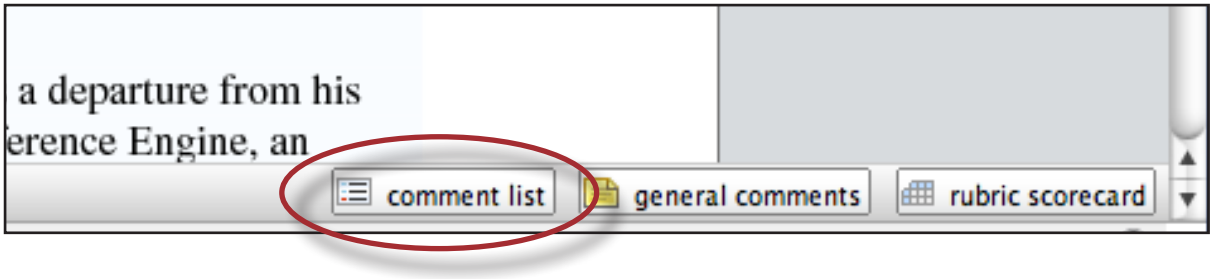
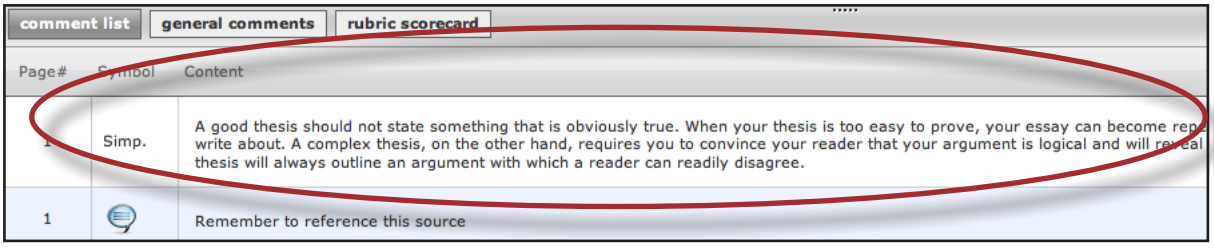
Additional Functions

The Comment List

The list of all marks that have been added to a paper can be viewed by clicking *comment list* at the bottom right of the GradeMark window.

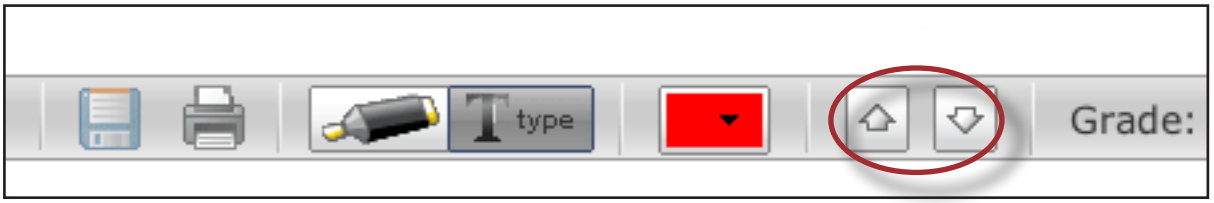


The list of comments can be used to navigate to the location of a comment on the paper by clicking on a mark in the comment list.


comment list
general comments
rubric scorecard
Page#
Content
Simp.
A good thesis should not state something that is obviously true. When your thesis is too easy to prove, your essay can become rep
write about. A complex thesis, on the other hand, requires you to convince your reader that your argument is logical and will re
thesis will always outline an argument with which a reader can readily disagree.
1
Remember to reference this source

Navigating Between Marks

An instructor can jump from mark to mark sequentially using the navigation arrows at the top of the GradeMark interface.



- Clicking on the up arrow will move to and select the previous mark on the paper
- Clicking on the down arrow will move to and select the next mark on the paper

Moving from mark to mark will open the comment bubble for each mark. Using the navigation arrows can allow an instructor to quickly move between and edit marks sequentially.

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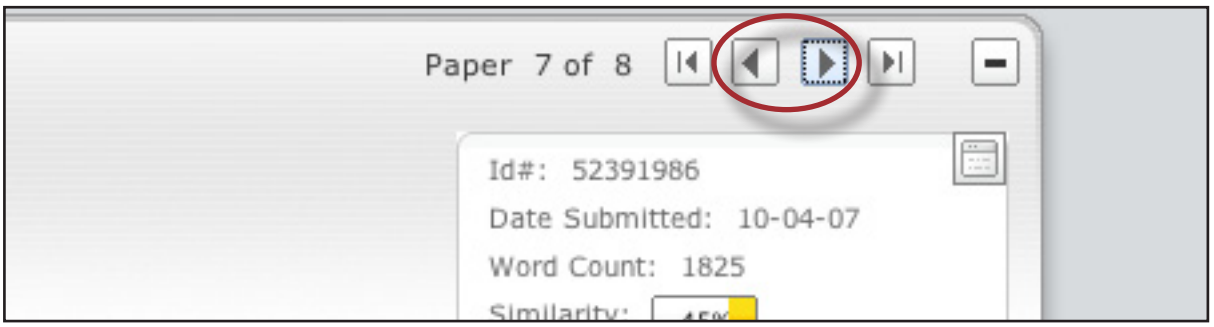
Navigation Between Papers

An instructor grading several papers may need to move to the next or previous paper without returning to the inbox and re-launching the GradeMark interface.

The *previous paper* and *next paper* links at the top of each paper in the GradeMark interface allow the instructor to continue grading without returning to the assignment inbox. Each time the instructor moves between papers, any changes that have been made to the papers are saved automatically.



Entering a Grade

A numeric grade may be manually entered for a paper by clicking the *edit* link at the top right of the paper, which opens a box to enter the grade into. The Grade field automatically displays as *Grade (out of possible points):*, e.g. a 100 point assignment shows as *Grade: /100.* Grades entered in this field will also be saved to the GradeBook.

Note: If a rubric has been attached to the assignment, a grade will be automatically entered in the grade field when the rubric is completed.

Emailing Students

The instructor can open a mail window in the default mail client for the computer by clicking on the name of the student under the paper title. For more information on default mail clients, please use the help file for the web browser.

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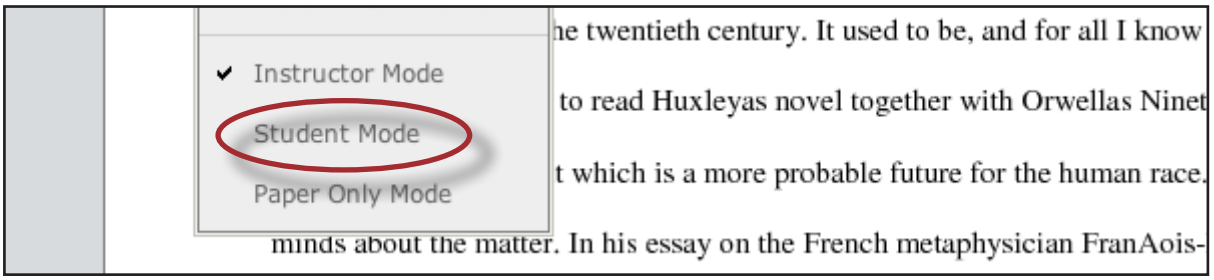
Student View Mode

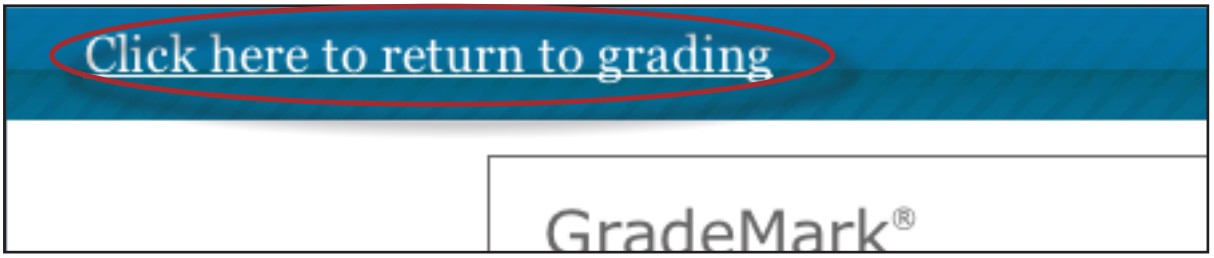
To view the paper as the student will see it, access the View menu and select Student Mode. The GradeMark interface will change to display the student user interface. Return to the instructor access by using the View menu once more and selecting Instructor Mode or by clicking on the *Return to grading* link in the yellow highlighted area underneath the paper title.


Instructor Mode
Student Mode
Paper Only Mode
he twentieth century. It used to be, and for all I know
to read Huxleyas novel together with Orwellas Ninet
t which is a more probable future for the human race.
minds about the matter. In his essay on the French metaphysician FranAois-

Printing

The GradeMark interface is not designed to be printed from the primary GradeMark screen. To print a paper with a full comment list and any rubric information, use the *print* icon or open the File menu pull down in the GradeMark window and select Print from the list of options.

A printable version of the paper will load and the user's print menu should appear once the paper has finished loading. Once the paper has begun printing or after the printing job has been completed, click on the Return to grading paper link at the top right corner to return to the normal GradeMark screen.



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What you will learn.
Our environment is th
world around us. We, as hu
both live in and form part
environment. We are affected
and changing

Turnitin Instructor User Manual

Chapter 5: GradeBook

Updated February 27, 2009

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Introduction

The GradeBook product allows an instructor to track student grades and attendance for a class. To access the GradeBook, click on the *gradebook tab*.

Students enrolled in the class appear in the left column of the class GradeBook. Turnitin assignments for the class are listed along the top of the GradeBook view.

There are multiple methods that allow an instructor to enter grades into the GradeBook. Grades may be entered directly from the GradeBook from the main gradebook window or from the assignment and student pages. The GradeBook will also accept grades entered for papers and peer reviews outside of the GradeBook. For example, an instructor can enter grades using GradeMark, a GradeMark rubric scoring card, or for Peer Review assignments. Student grades may also be entered when viewing a student paper from the assignment inbox.

Areas of the Turnitin GradeBook

- **attendance** - instructors can check a box indicating an absence or late arrival for a student on a specific date
- **add entry** - create a new entry on Turnitin for an assignment not created in Turnitin
- **prefs** - instructors may set the specific grading format for a course
- **key** - opens an informative pop-up window that displays the meaning of all information on the GradeBook page
- **graphs** - statistical graphs that can be used to display student and class performance
- **scale** - used by an instructor to weigh the value of assignments as part of the possible total number of points in the class
- **export** - download a Microsoft Excel spreadsheet version of the current GradeBook
- **grade** - access to the grading page for a specific assignment
- **assignment name** - click on an assignment name to access further information about this assignment and the grades given in the assignment as well as statistics

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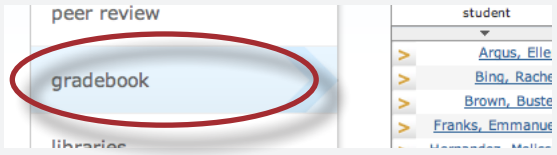
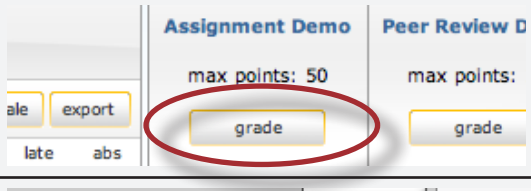
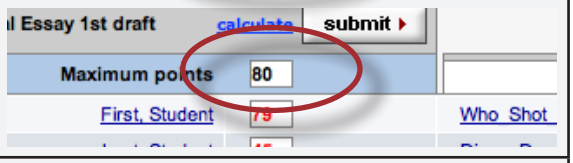
Point Values

Each assignment in GradeBook carries an assigned point value. From the GradeBook, an instructor can add a point value to an assignment or adjust the point value for an assignment at any time.

The GradeBook assignment point value can be overridden by the GradeMark rubric scorecard point value. Please see more information under Chapter 4: GradeMark, in the Rubric Scorecard section.

1. To add or modify the point value of an existing assignment:	
1. Enter the GradeBook for the class by clicking on the *gradebook* tab	
2. Click the *grade* button beneath an assignment to open the GradeBook assignment page	
3. Enter the desired value in the maximum points field	
4. Click submit to save the new assignment value	

Adding Entries

Assignments that have been added to Turnitin such as paper assignments, peer reviews, and revision assignments are automatically assigned a GradeBook entry. Any additional entries, such as in-class exams or presentations, must be added manually by the instructor.

This allows instructors to track and save grades in a single location through Turnitin and automatically return this information to the students on the post dates for the assignments that have been graded.

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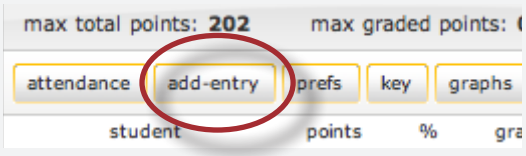
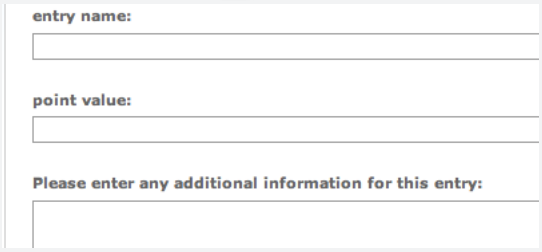
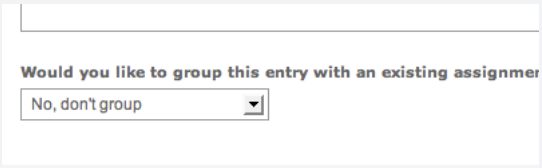
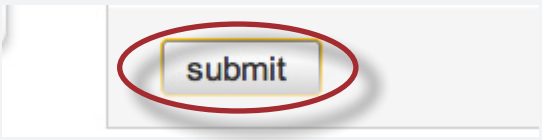
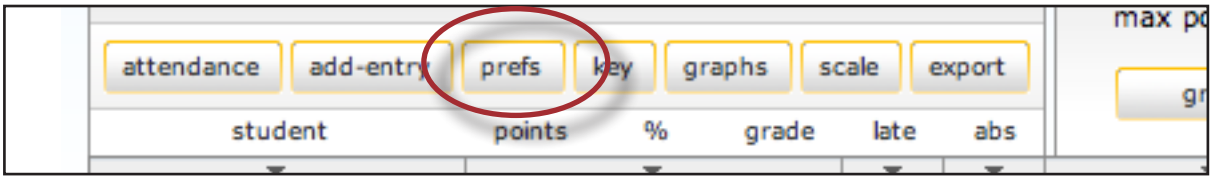
Adding an entry to GradeBook:	
1. Click the *add entry* button	
2. On the add entry page, fill in: • an entry name • a point value for the entry • (optional) additional information for the entry	
3. (Optional) To group the new entry with an existing assignment, use the pull down menu to select the assignment. Grouping an assignment places the entry in the GradeBook as a subset of the assignment selected	
4. Click submit to save the entry and add the entry to the GradeBook	

GradeBook Preferences

The preferences page allows an instructor to control the format in which the grades in the class are displayed. The available grade display options are letter, point, scale, or custom. This area also allows instructors to customize the percentage values that equate to any given grade, for example: A = 92-100%, C+ = 78-79%.

To open the GradeBook preferences page, click the *prefs* button.



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From the preferences page the instructor can select and customize how grades are displayed and the percentage value used to determine the grades. The instructor can choose to display grades as a percentage, a letter grade, or using a 4.0 scale.

If using a different grading system, the instructor can create their own grading format by selecting other and entering the percentage breakdowns and grades desired for the class.

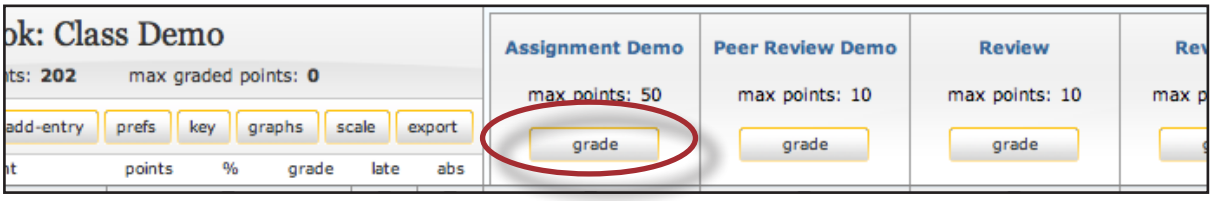
Warning: When creating a customized grading scale, be certain that all possible ranges of percentage are accounted for. If there are any gaps, an error message will be generated.

Once a format has been selected for the grades, determine the breakdown that should be used for each grade. If the instructor would like to import the values from another class, use the pull down menu to select the class. When the modifications are completed, click on **submit** to return to the GradeBook.

Entering Grades

Grades can be entered from the Gradebook assignment or Gradebook student pages.

The GradeBook *assignment page* lists all student submissions to an assignment. To open an assignment page, click the *grade* button beneath an assignment.



The Gradebook *student page* shows a selected student's submissions and grades. To open a student page, click on a student's name.

To grade a submission, enter an integer point value next to the submission. To view the grades before submitting them to GradeBook, click the *calculate* link.

When point values are entered, click the submit button. The grades will be entered into the GradeBook and the instructor will be returned to the GradeBook main page. The main page will display the point values entered along with the corresponding grades.

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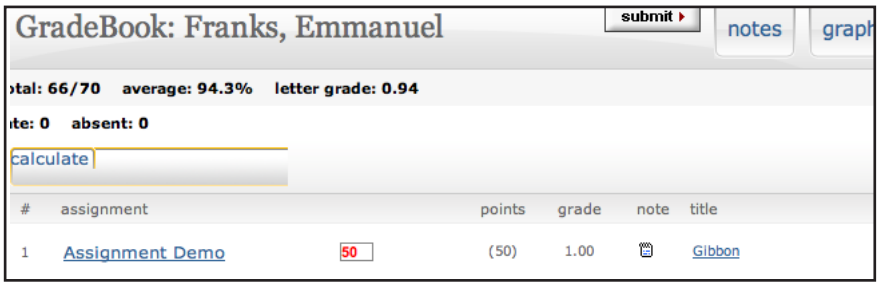
GradeBook Student Page

The top of the student grade page gives the instructor a summary of a student's grades and attendance. If the grades in the class have been scaled, an asterisk will show up next to the student's overall grades indicating that the values are scaled values.

The view can be toggled between scaled and natural grade values by using the *show totals based on:* pull down menu to select *scaled values* or *natural values*. Refer to **Scaling and Dropping Grades** in this chapter for more information on how scaled grades work in GradeBook.

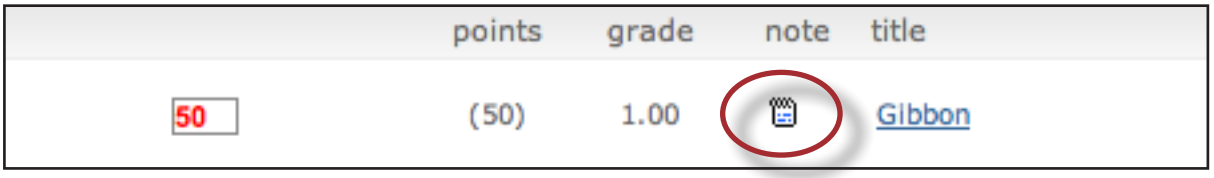


The instructor may also view the student's grades in a variety of graphical formats using our graphic tools. To access the graph displays, click on the *graphs* button for the student. For more information on using GradeBook's graph tools, please refer to the section **Graphing Tools** in this chapter.

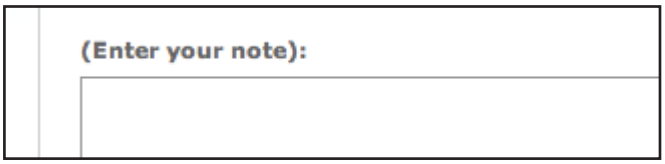
Notes

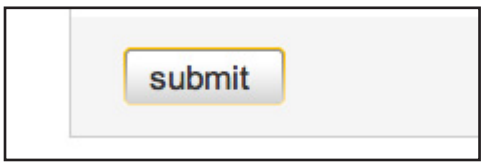
The instructor is able to send a note to a student for the grade given to the student for their submission in a particular assignment.

To enter a note for a student on an assignment, click on the note icon next to a submission.



On the note page, enter the text of the note for the student in the text box provided. Once this is complete, click *submit* to save the note making it viewable for the student.





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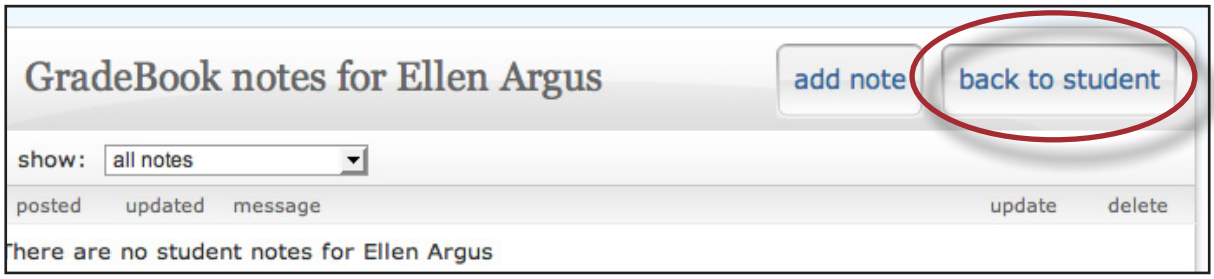
The instructor is also able to enter a general note for a student from the student notes page. To open the note page, click the *notes* button.

From the student notes page, add a general note by clicking the *add note* button.

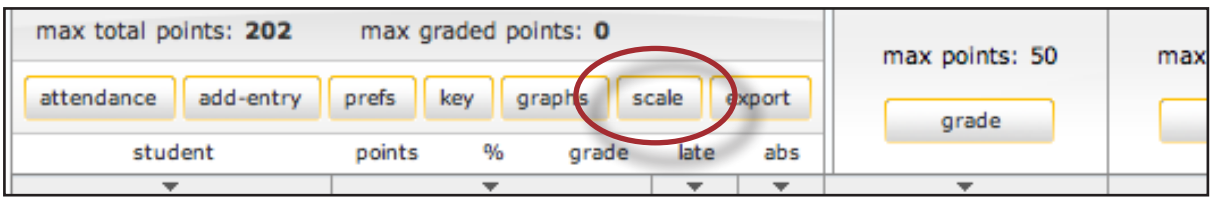
From the student notes page, the instructor can also perform these actions:

- toggle between viewing assignment specific and general notes using the show pull down and selecting *all notes*, *assignment notes only*, or *class notes only*
- update and delete notes by clicking on the icons under the update or delete columns
- return to the student's grade page by clicking on the *back to student* button


GradeBook notes for Ellen Argus
add note
back to student
show: all notes
posted updated message update delete
There are no student notes for Ellen Argus

Scaling and Dropping Grades

With Gradebook the instructor can scale grades in the class and recalculate them instantly. The instructor may also select whether to drop the lowest grade for each student in the class. To open the scale page, click the *scale* button on the GradeBook main page.



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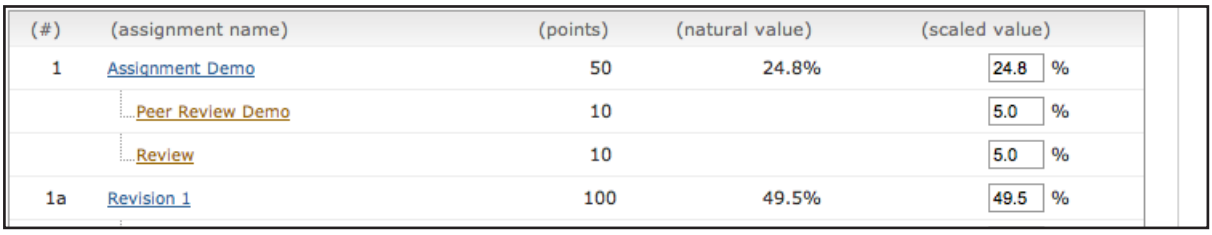
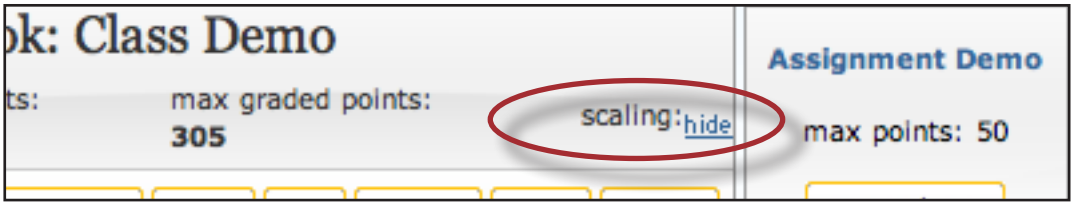
The scale pages shows all of the instructor's assignments and entries along with the assignment point values. The natural value column shows the value of the assignment without scaling. For example, if the GradeBook shows four assignments each with a 100 point value, the natural value of each would be 25%.



To increase or decrease value of an assignment, enter a new value in the scaled value field. Make sure the values total to 100% by the end of the class. To view the new scaled grades, click on *submit* to be returned to the main GradeBook view where the scaled values are now displayed.

Warning: Scaling grades does not change the point values of assignments. Scaling grades creates new values for assignments relative to each other and the total value of all assignments in the class. These relative values are reflected in the total percentage and final grades only.

The GradeBook will now display grades based on the new scaled values entered by the instructor. To view the grades based on their natural value, click the *scaling: hide* link. Changes can be made to scaled values by returning to the scale tab and adjusting the grading scale.



Dropping Grades

An instructor can automatically drop the lowest grade for all students in a class.

To drop the lowest grade, go to the *scale* page and from the drop down menu labeled *drop lowest grade for all students?* select *yes.*

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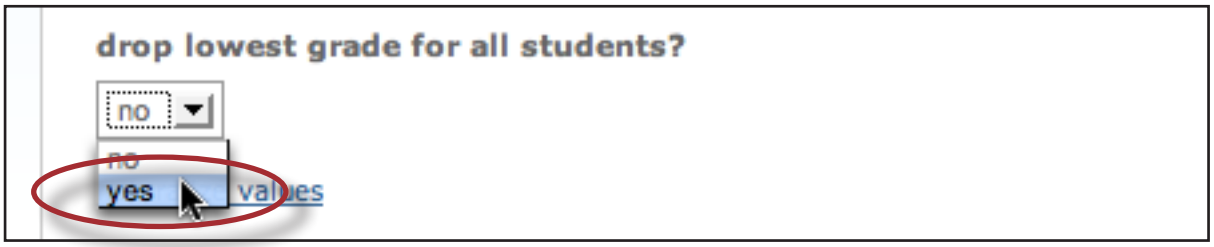
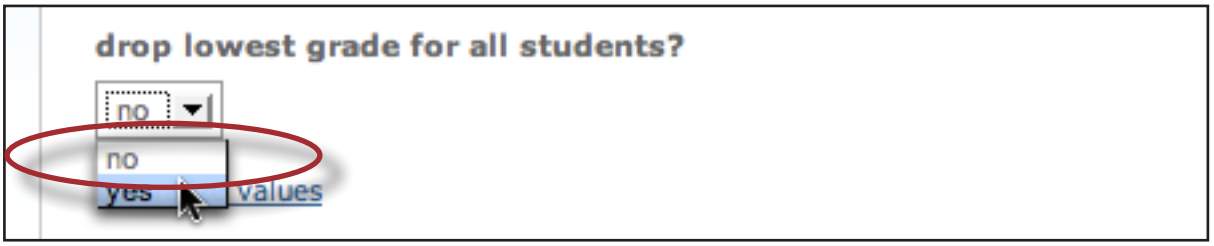
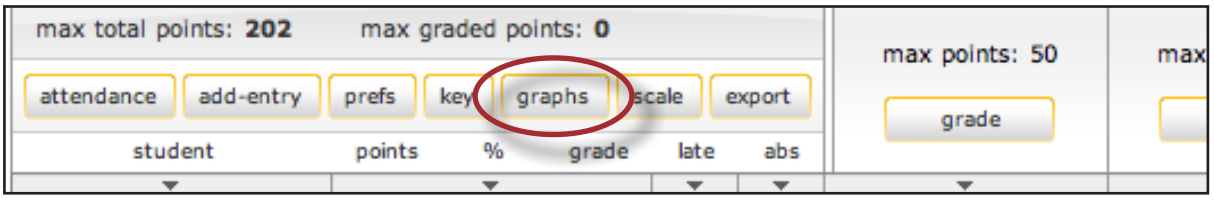


When the lowest grade has been dropped, each student's lowest grade is marked in GradeBook by placing the grade in a highlighting square. These grades can be reinstated at any time by returning to the scaling page and changing the *drop lowest grade for all students* drop-down menu to *no*.



Graphing Tools

With Turnitin's graphing tools, an instructor can effectively track class and student performance. To access GradeBook's graphing tools, click the *graphs* button on the main page of the GradeBook for the class.



On the graphs page, use the *show*: pull down menu to choose what type of graph to display. The graph types available are:

- graphs showing class performance for all assignments
- graphs showing class performance for one assignment
- graphs showing performance of a student for all assignments or one assignment
- a graph comparing the performance of a student to the rest of a class

Most graphs are available in a line graph or as a pie chart.

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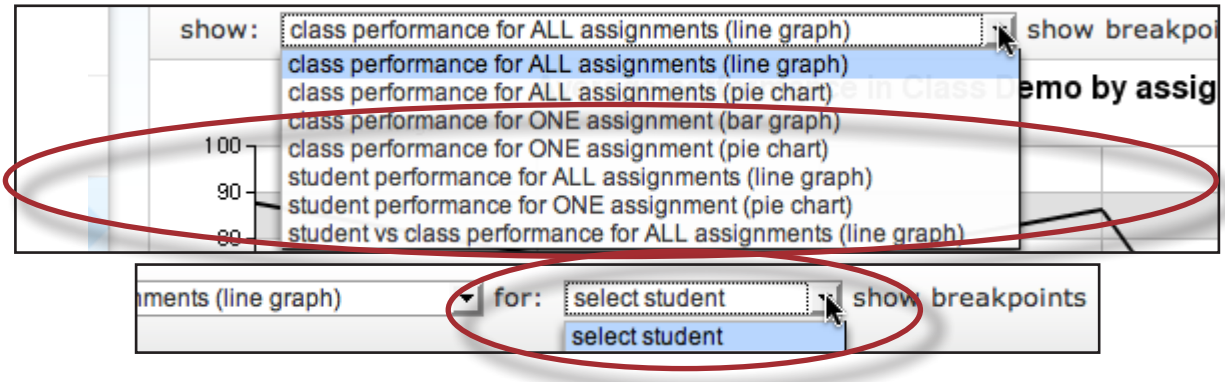
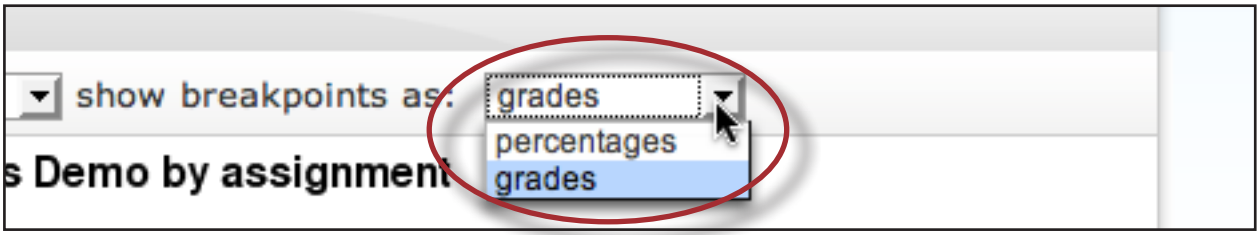
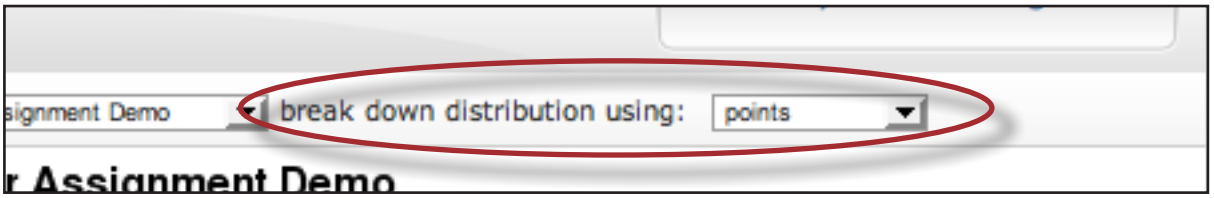
When a graph for student performance or assignment performance is selected, a new pull down menu will appear labeled as *for:*, and the instructor will need to select a student or assignment to display, depending on the graph type that is being viewed.


show:
class performance for ALL assignments (line graph)
class performance for ALL assignments (line graph)
class performance for ALL assignments (pie chart)
class performance for ONE assignment (bar graph)
class performance for ONE assignment (pie chart)
student performance for ALL assignments (line graph)
student performance for ONE assignment (pie chart)
student vs class performance for ALL assignments (line graph)
show breakpoi
100
90
80
for:
select student
select student
show breakpoints

When viewing a line graph, the user has the option of showing grades instead of showing percentages. To show grades, use the *show breakpoints as:* pull down menu and select *grades*. To hide the grades and only display percentages, select *percentages*.

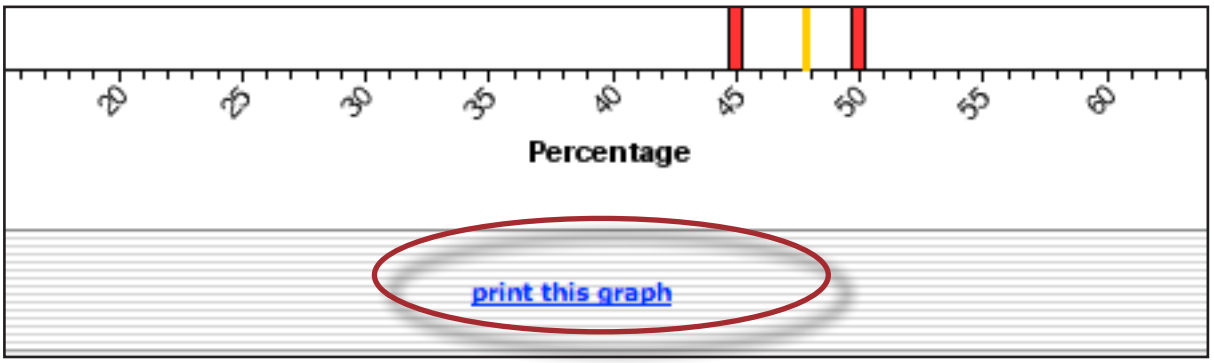


When viewing a bar graph for class performance in an assignment, an option is provided for viewing percentages or points. Use the *break down distribution using:* pull down and select *percentages* or *points* to change this option.



Printing Graphs

All of the GradeBook graphs are printer friendly. To view a graph in print format, click the *print view* link below the graph. This will open a separate window. Use the browser print command to print the selected graph.



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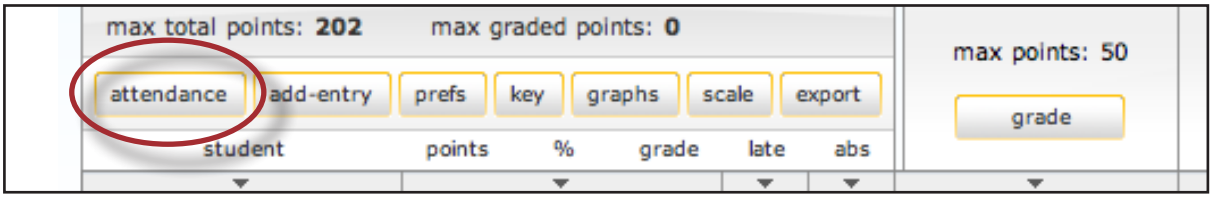
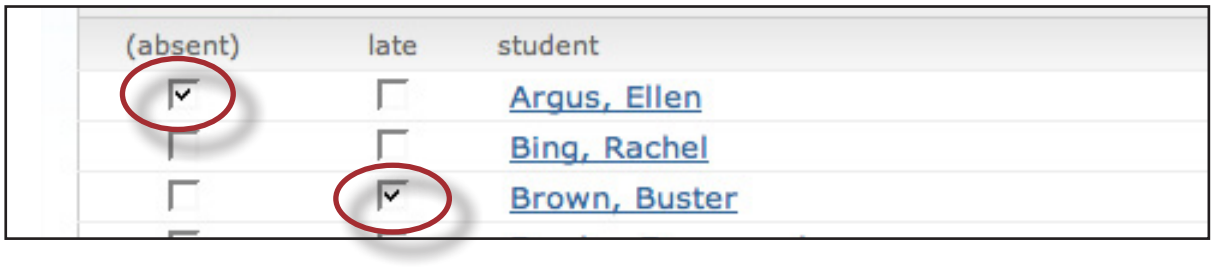
Attendance

An instructor can use the GradeBook to track student late arrivals and attendance by using the attendance page. To open the attendance page, click the attendance button on the GradeBook main page.

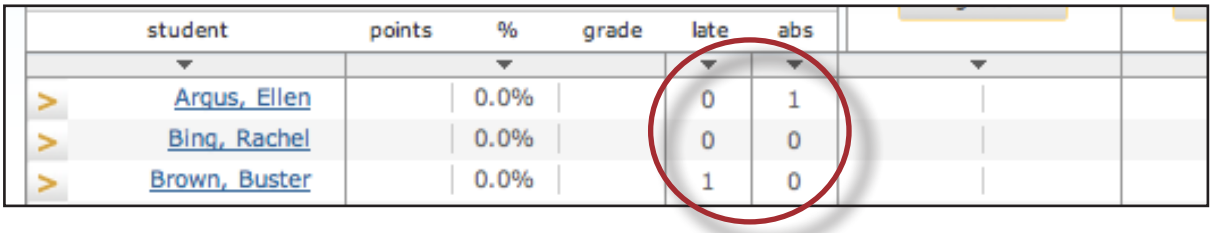


The attendance form lists students enrolled in the class. The top of the form shows the current date. To mark an absence or tardy for a different date, use the pull down menus to select the date to record attendances or late arrivals for.

To mark a late or absent student, click the check-box to the right of the student name in the correct column.



Once all student absence or late arrivals are recorded for the selected date, click on the submit button to save the information. Absences and late arrival totals show up on the GradeBook main page for all students.



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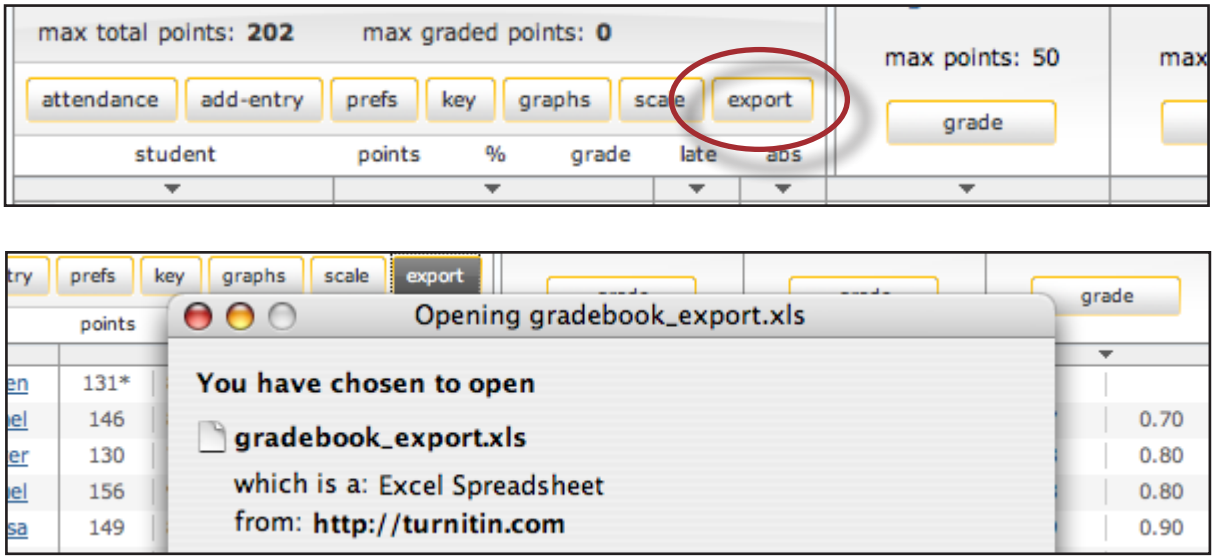
Exporting from GradeBook

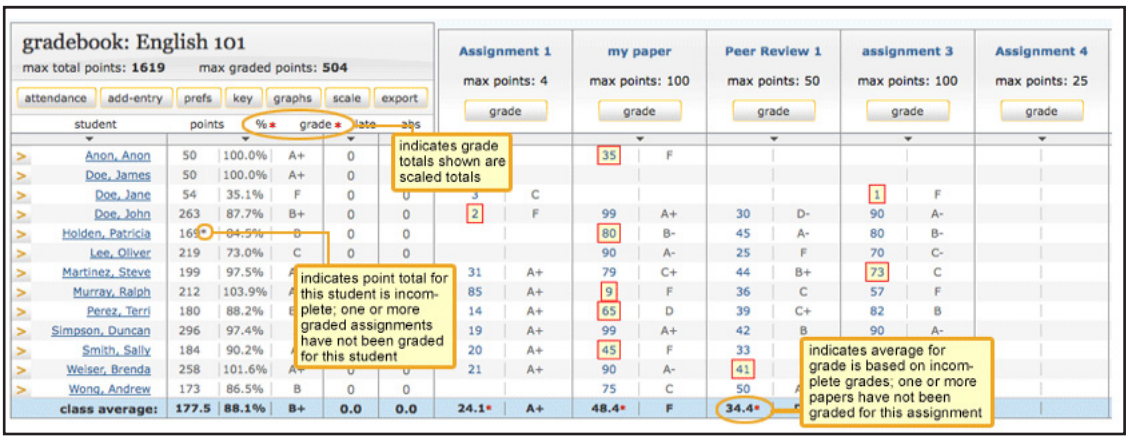
An instructor can save an offline copy of the grades entered in the Turnitin GradeBook for a class. The GradeBook information can be exported as a Microsoft Excel® spreadsheet.

To export GradeBook information, click the *export* button on the GradeBook menu page. This will create the spreadsheet and initiate a download of the GradeBook data to the instructor's computer.



GradeBook Key

Click the key tab to view a visual key explaining the meaning of the asterisks and other indicators that can appear on the GradeBook page for an instructor.


gradebook: English 101
max total points: 1619
max graded points: 504
indicates grade totals shown are scaled totals
indicates point total for this student is incomplete; one or more graded assignments have not been graded for this student
indicates average for grade is based on incomplete grades; one or more papers have not been graded for this assignment

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What you will learn.
Our environment is th
world around us. We, as hu
both live in and form part
environment. We are affected
and changing

Turnitin Instructor User Manual

Chapter 6: Class Calendar

Updated February 27, 2009

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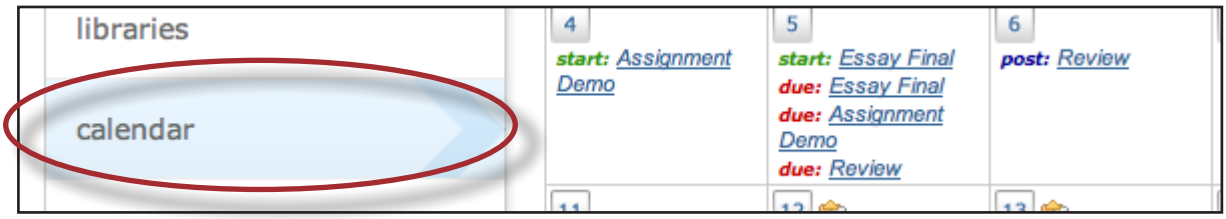
Introduction

The class calendar automatically tracks important dates for the Turnitin assignments created in a class. It also allows an instructor to add class notes, announcements, and holidays. If an instructor has prepared a syllabus document for the class, the instructor can also upload the class syllabus to the calendar area.

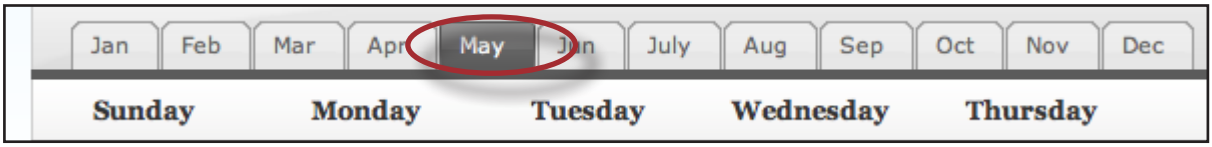
Students access information posted to the class calendar from the student class calendar option that is available to students on the class homepage.

Accessing the Class Calendar

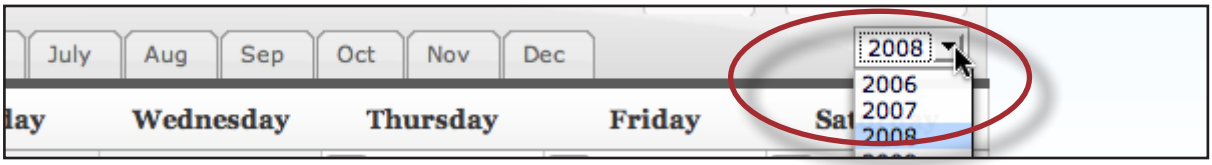
To access the class calendar, the instructor must log into Turnitin and click on the class name to enter the class. Once the class is open, click on the *calendar* tab to open the class calendar.



When the calendar opens it will display the current month and year. The instructor can move between months of the year by clicking on the month tabs along the top of the calendar.

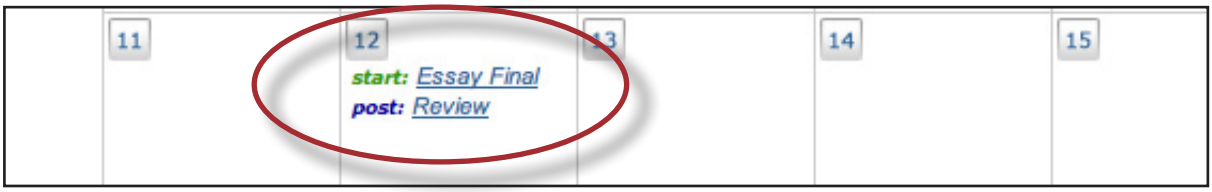


To change the year view, use the *year* pull down menu to select a year to view.



Assignment Dates

Assignments and peer reviews created by an instructor automatically become part of the class calendar. A link appears for each assignment's date. The link displays the assignment or peer review title. To view a summary of an assignment or review, click on the assignment or review title on the class calendar.



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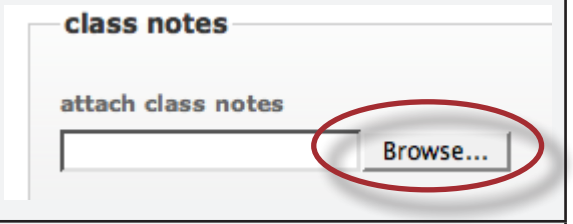
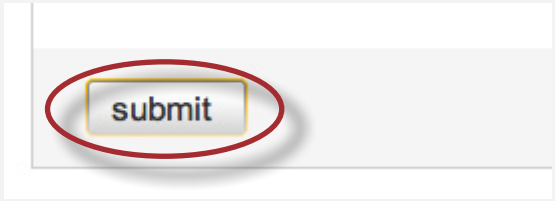
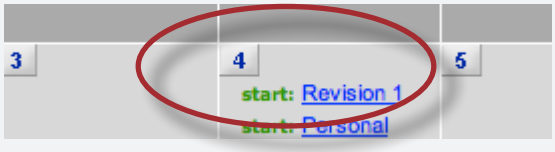
Calendar Entries

Class Notes - class notes uploaded to the calendar are accessible to students enrolled in a class. The instructor can add a single set of notes to a calendar date or can upload notes for multiple dates using the bulk upload feature.

To add a single class note document:	
1. Click on the *date* on the calendar for the day the note pertains to	
2. From the calendar entry page, click *Browse* to select a note document to upload. Accepted file types are Microsoft Word, Corel WordPerfect, RTF, PDF, plain text, and HTML	
3. Click *submit* to upload the note to the class calendar	

Adding multiple sets of class notes by using bulk upload:	
1. Click on the *date* on the calendar for the day the note pertains to	
2. From the calendar entry page, click the *bulk upload* link	
3. Click the *Browse* button and locate a note document to upload	

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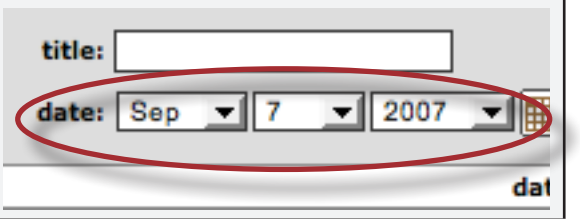
Adding multiple sets of class notes by using bulk upload:	
4. Enter a title for the selected note document	
5. Select the date to associate the note document with	
6. Click *attach* to add this note as part of the bulk upload	
7. Repeat steps 3 to 5 for each set of notes to add to the calendar	
8. When done adding note documents to the bulk upload, click the *submit* button to upload the notes to the calendar	

A notes icon will appear on the appropriate date on the class calendar for each set of notes that were submitted. To display a note, click on the note pad icon for a date.

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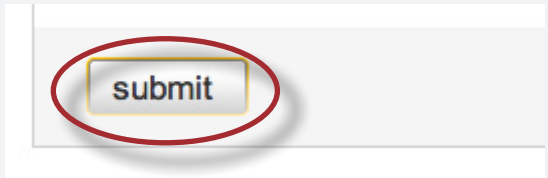
Announcements

Announcements can be added to the class calendar by the instructor. Students will see an announcement icon and be able to view the announcement by clicking on the icon after the student accesses the class calendar page for the class.

Adding an announcement to the calendar:	
1. Click on the *date* on the calendar for the day the announcement pertains to	
2. On the calendar entry page, enter a title and additional information for the announcement	
3. Click *submit* to add the announcement to the class calendar	

An announcement icon will appear on the class calendar along with a linked announcement title. Students or the instructor can view the full announcement detail by clicking on the link.

To delete an existing announcement, click on the date of the announcement. The screen will display all announcements that have been added to the selected date.

To delete an announcement click on the red **x** icon to the right of the announcement.

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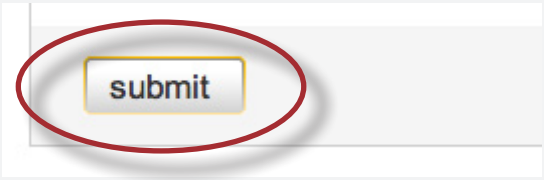
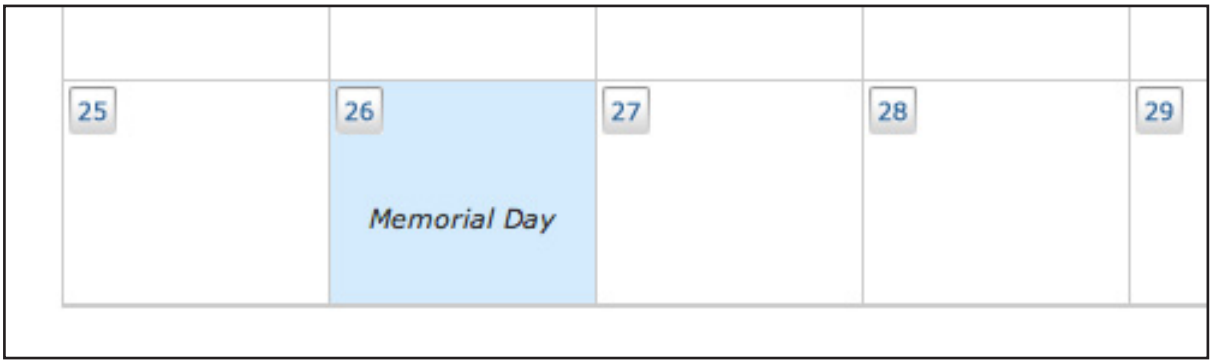
Holidays

From the entry page, holidays can be added to the class calendar. If the class does not meet on a specified holiday, it can be designated as a day off.

To add a holiday to the calendar:	
1. Click on the *date* on the calendar for the day the holiday pertains to	
2. On the calendar entry page, enter a name for the holiday in the holiday field	
4. Click submit to save the holiday onto the calendar	

The name for the holiday will appear on the class calendar and the day will be given a light blue highlight for emphasis.



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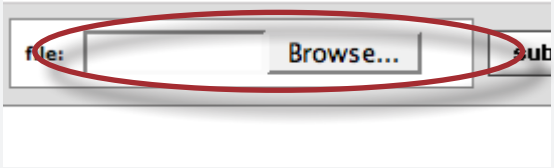
Uploading a Syllabus

If a class syllabus has been written, an instructor can upload it to the class calendar. Students can view and download the syllabus from the student view of the class calendar.

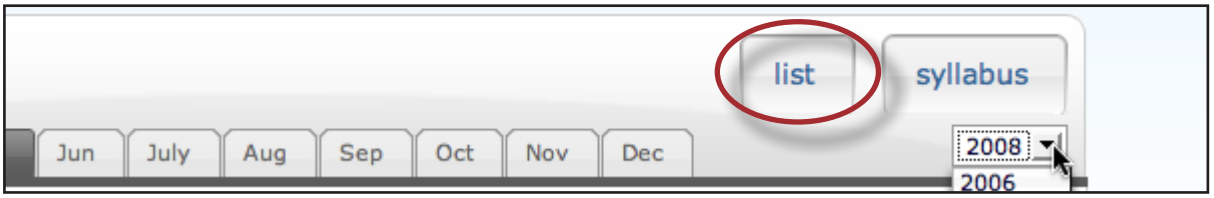
To upload a syllabus:	
1. Click the *syllabus* button on the class calendar page	
2. From the syllabus page click the Browse button and locate the file to upload. Accepted file types are Microsoft Word, Corel WordPerfect, RTF, PDF, plain text, and HTML	
3. Click submit to add the document as the class syllabus	

The syllabus will be posted to the syllabus page. If another syllabus is posted it will replace and overwrite the current syllabus. Only a single document at a time will be available on the class syllabus page.

Calendar List

The calendar can also be viewed in list mode. The list mode displays all assignments and entries for the current calendar year. Dates that do not have assignments or entries are excluded from the list.

To switch to the calendar list, click the list button on the calendar.



The calendar list mode works similarly to the calendar mode. Any item can be viewed by clicking on it. To update an item, click the *update* icon to the right of the item.

To switch back to the calendar view, click the *calendar mode* button.

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What you will learn.
Our environment is th
world around us. We, as hu
both live in and form part
environment. We are affected
and changing

Turnitin Instructor User Manual

Chapter 7: Discussion Boards

Updated February 27, 2009

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Introduction

Discussion boards give students the chance to participate in peer discussions using the online discussion board feature in Turnitin. The class discussion board allows students to suggest topics for approval by the instructor, reply to topics posted by the instructor, and reply to the posts made by students or instructors in a moderated discussion environment.

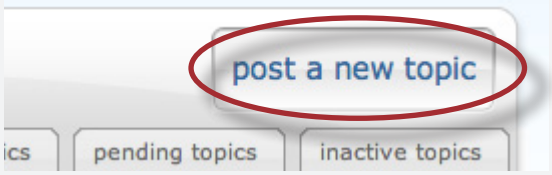
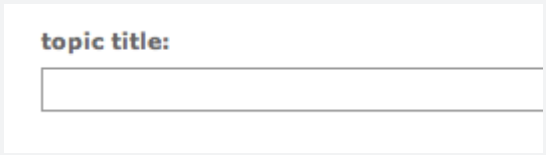
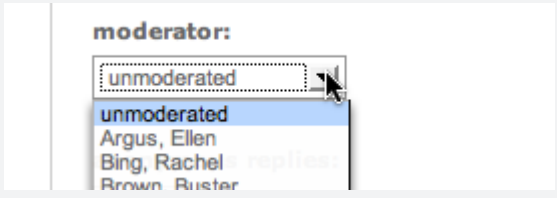
Accessing Class Discussion Boards

The class discussion board is available from the class homepage *discussion* tab. The account administrator for the institution may disable this feature or the feature may not be in use. If the discussion link is not available it has been disabled.

If the discussion board tab is available, access the class discussion board by clicking on the *discussion* tab.

Posting a Discussion Topic

Before students are able to use the discussion board, the instructor must create and post a discussion topic. Students may also submit discussion topics, but these discussion topics only become active or visible to other students if the instructor approves these topics.

How to post a new discussion topic:	
1. From the discussion board page click on the *post a new topic* button	
2. Enter the topic information: • topic title (required) • topic description (optional)	
3. Choose a start and end date for the topic. Students will not be able to post to a discussion before the start date or after the end date	
4. Choose whether the topic will be moderated. If so, the instructor remains the moderator or may appoint a student enrolled in the class as moderator for the discussion	

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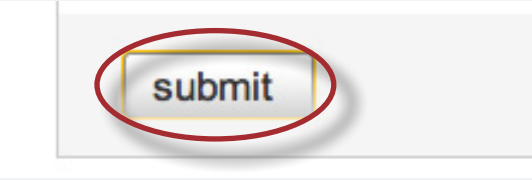
How to post a new discussion topic:	
⚠ **Warning**: When a discussion is moderated, students cannot read new posts until they have been approved by the moderator. Refer to the section Moderation in this chapter for more information	
5. Choose whether replies will be anonymous or attributed. If yes is selected for anonymous reply, only the instructor will be able to see the user information of the person who made a particular reply	
6. Click submit to add the new topic to the class discussion board. The discussion will not accept student posts until the start date	

Once the start date of the topic has been reached, students can log in, view the topic, and begin discussion by posts to the discussion board.

Discussion Page Overview

The discussion page lists all discussion topics for a class. From this page the user has a quick overview of all the discussions that are ongoing or previously active in the class.

The *status* column displays if a topic is active or inactive. Active discussions still allow student posting. Inactive topics do not allow any student posts to be made unless the instructor reactivates the topic.

The *replies* column shows the total number of replies to a topic.

The *new* column shows how many replies, if any, have been posted since the user last viewed the discussion topic

If the user has selected a moderator for a topic, the *pending* column shows how many replies need to be moderated. Refer to the Moderation section in this chapter for more information on moderating a discussion topic.

The *last reply* column shows when the last reply was posted in a topic.

The *moderator* column displays the moderator for the topic, if any. If no moderator has been selected, *none* is displayed in this column.

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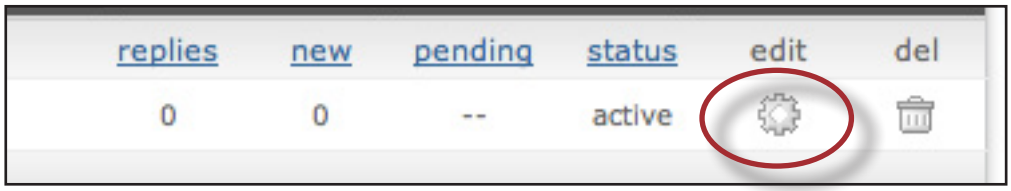
The tabs on the discussion page lets the user choose to view *all topics, active topics, pending topics, or inactive topics*. By default the view is set to *all topics*.

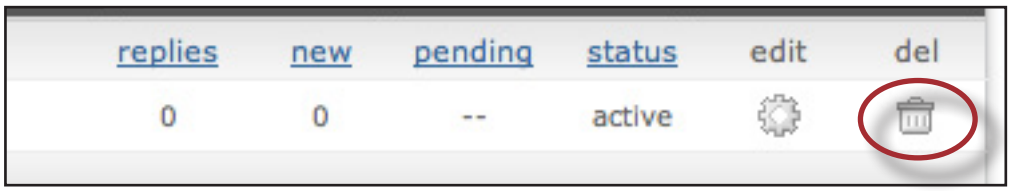
Updating a Discussion Topic

To make changes to an existing discussion topic, the instructor can access the discussion topic by clicking on the *edit* icon to the right of the topic on the discussion board.



The instructor can change the topic's title, start and end date, and add or remove the anonymous reply feature. The instructor can also change the moderator status of the topic by adding, replacing, or removing the moderator from the discussion topic.

An instructor can also delete the topic by clicking on the trash can icon to the right of the topic on the discussion board.



Posting a Reply

To access a discussion and view the responses in the discussion, click the title of the topic listed on the discussion board page. This will bring the user into the detailed view of the topic. The topic is listed at the top of the page, and any responses are listed beneath the topic.

starts: October 04, 2007 at 12:01 AM
ends: April 05, 2009 at 11:59 PM
Created by Demo Turnitin
Discuss the essay topics you are thinking about writing on
Reply to this topic

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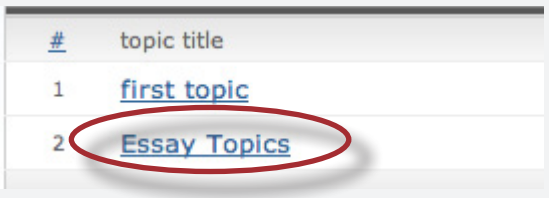
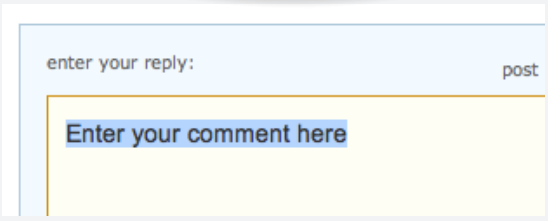
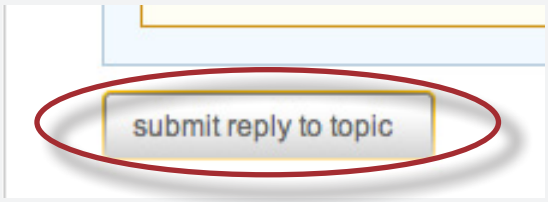
To post a reply to a topic:	
1. From the discussion board page click on the name or title of the topic to reply to	
2. Click on the *Reply to this topic* button next to the discussion topic	
3. Enter the response in the reply box provided. By default only the latest reply is shown. To display the entire thread, use the pull down menu at the top of the form and select *entire thread*	
4. Once the reply is entered, click on the *submit reply to topic* button to add the reply to the discussion	

Tip: Responses that will take more than a few minutes to type should be written in a word processor software and then copy and pasted into the reply box for the discussion board. This prevents loss of internet connection causing a lost reply to the discussion board, especially in the event of complex replies.

No images or formatting is accepted by the reply box - only text will be entered into a discussion board reply thread.

Responding to Previous Replies

Users may also respond to the replies left by other users, either instructor or student, within the same class. This encourages discussion and can help students to polish opinions and ideas with the assistance of their peers. To respond to a reply rather than to the discussion topic, use the *reply* button below the specific reply instead of the *reply to topic* button.

Deleting or Editing Responses

A response may be edited or deleted by the user who created the response, or by the instructor for the class.

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To edit a posting, click on the edit button below the post on the view of the topic.

To delete a posting, click on the delete button below the post on the view of the topic.

If a reply has been added to a post, it cannot be deleted or edited by a student. Only the moderator or instructor will be able to modify or delete the response.

Discussion Board Views

The discussion boards feature two main viewing styles - a flat view and a threaded view. These views use one basic structure but differ in other ways.

A topic thread might look like this:

Topic
1. *First response to topic*
    1.1 *Response to reply 1*
2. *Second response to topic*
    2.1 *First response to 2*
    2.2 *Second response to 2*

Flat View

The default discussion board view is the flat view. This view shows responses flat in thread order, like the example above.

With the flat view, users can view responses with or without threads. By default, the thread is shown.

For example, the following is posted:

I agree with this topic

and the student user replies with:

Why do you agree with this topic?

The posting order will show up as:

I agree with this topic.
Why do you agree with this topic?

The flat view with nested threads is the default viewing method. To view only responses and see no referenced thread, use the *show replies as* pull down menu to select *flat view with no thread* on the discussion page.

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Threaded View

The second primary view type is the threaded view. To use the threaded view, use the *show replies as* pull down menu and select *threaded view.*

When viewing a discussion using the threaded view, only the top response of each thread is shown. For example, if the discussion has this structure:

Topic
1. *First response to topic*
    1.1 *Response to reply 1*
2. *Second response to topic*
    2.1 *First response to 2*
    2.2 *Second response to 2*

the threaded view will appear as:

Topic
1. *First response to topic*
2. *Second response to topic*

Additional replies will be accessible by clicking on the *replies* link under the replies column for the selected response. The user can drill further down, opening additional layers of the thread, by following the reply links.

Viewing Replies by User

Replies can be sorted by user via use of the *show replies* pull down menu. To only view responses from a specific student user, select the name of the student from the pull down menu. Student users can also view their own responses by selecting their own name from the menu.

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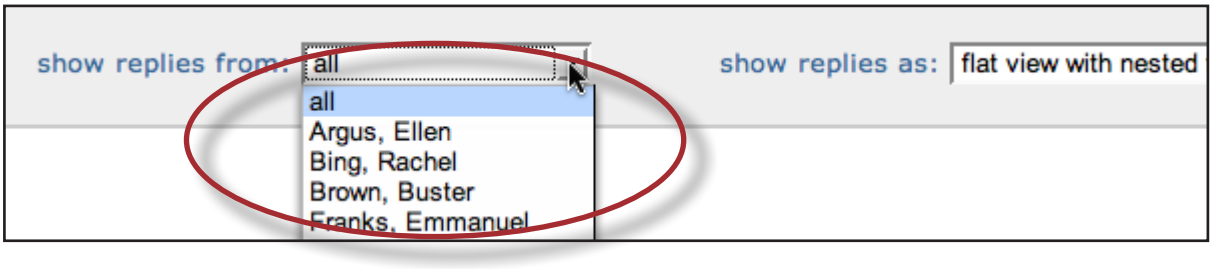


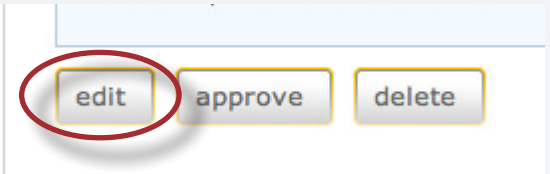
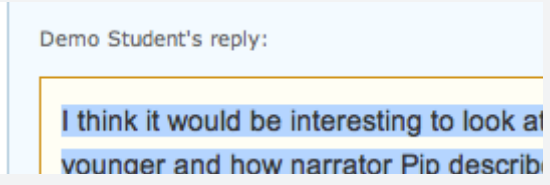
Sorting Replies

Replies on a discussion board can be sorted by status, author, reply number, date posted, and number of replies. This is accomplished by clicking on the column header for the sorting method. A single click of the column header *author* will alphabetize the reply list from A-Z. A second click of the *author* column header will organize the list from Z-A. The default organization is listed in the organizational examples earlier in this chapter.

Moderation

An instructor may choose to appoint a moderator for a discussion, or may moderate the discussion directly. The role of the moderator is to approve any and all replies made on a discussion board. Typically, this approval is used to ensure that only acceptable content is posted, that the discussion stays on topic, and that no inappropriate language is used.

If the instructor sets a student user as the discussion moderator, an e-mail is sent to notify the student of this assignment. As moderator, the student user is responsible for approving pending replies. An indicator of the number of pending replies in each discussion topic that the user is moderating is visible from the discussion board main page. If a discussion topic has pending replies, these can be viewed by clicking the discussion topic title. Pending replies will be listed at the top of the discussion.

How to moderate discussion topic replies:	
1. To edit a reply before approving it, click the *edit* button below the pending reply.	
2. Edit the reply for content if necessary. After making any edits, click on the *submit reply to topic* button to edit the reply	

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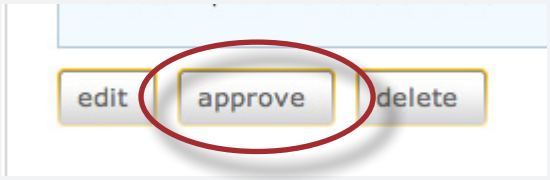
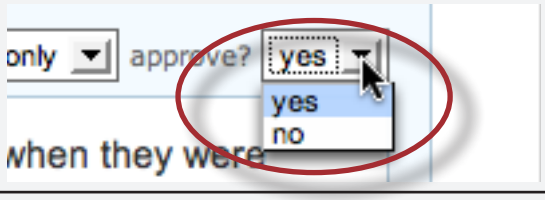
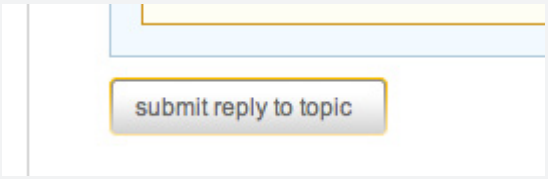
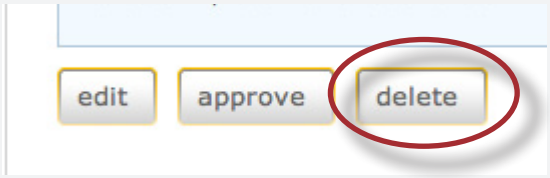
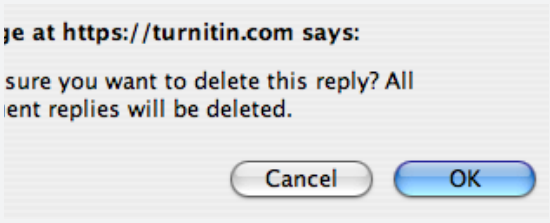
How to moderate discussion topic replies:	
3. To approve a reply, click the *approve* button below the pending reply. The pending reply will be shown	
4. Use the *approve?* pull-down menu at the top and select *yes* to approve and post the reply, or select *no* to reject the reply	
5. After selecting from the approve? pull-down menu *yes* or *no,* click on the *submit reply to topic* button to approve the reply or delete it	
6. If the reply was approved it will be posted to the discussion. If the reply was rejected, the moderator is prompted to delete the reply or save it for later	
7. The moderator can also delete a reply or a pending reply by clicking on the delete button below the reply	
8. A prompt will appear. To delete the reply click *Ok*. **Warning:** If a reply is deleted that has replies to it, all replies underneath the deleted reply will also be deleted.	

Once the reply has been approved it will be assigned a number and added into the discussion thread.

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What you will learn.
Our environment is th
world around us. We, as hu
both live in and form part
environment. We are affected
nt, but we also affe
and changing
DICTIONARY

Turnitin Instructor User Manual

Chapter 8: Libraries

Updated February 27, 2009

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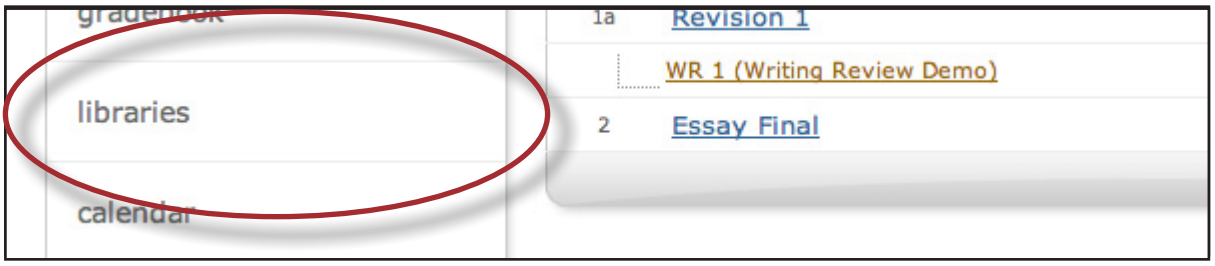
Introduction

The libraries section of an instructor's Turnitin profile stores information from assignments, rubrics, and peer reviews that the instructor has created. The instructor can use the libraries to import assignments and peer reviews to new classes, manage the rubrics, and add topic or metric questions for use in new peer reviews.

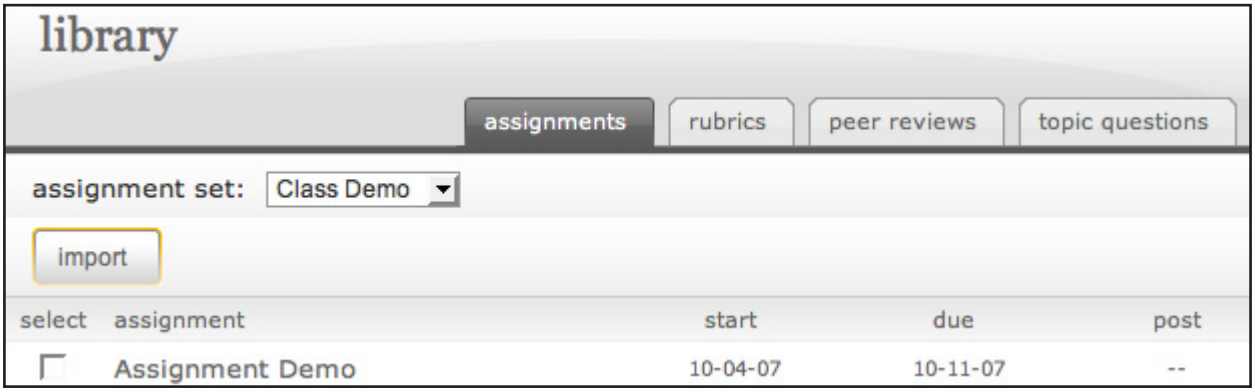
Accessing the Libraries

To open the library page, click on the libraries tab from within a class.



The Libraries Page

The Turnitin libraries page is separated into a number of pages accessible by using the appropriate tab. The initial page is the assignments library.



The areas of the library page are:

assignments - a list of assignments created in any class controlled by the instructor

rubrics - a list of the rubrics created for peer review sets by the instructor in any class as well as the default sets provided by Turnitin

peer reviews - a list of peer reviews created in any class controlled by the instructor

topic questions - a list of topic questions created by the instructor in any peer reviews as well as the default questions provided by Turnitin

metrics - a list of metric questions created by the instructor in any peer reviews as well as the default metric questions provided by Turnitin

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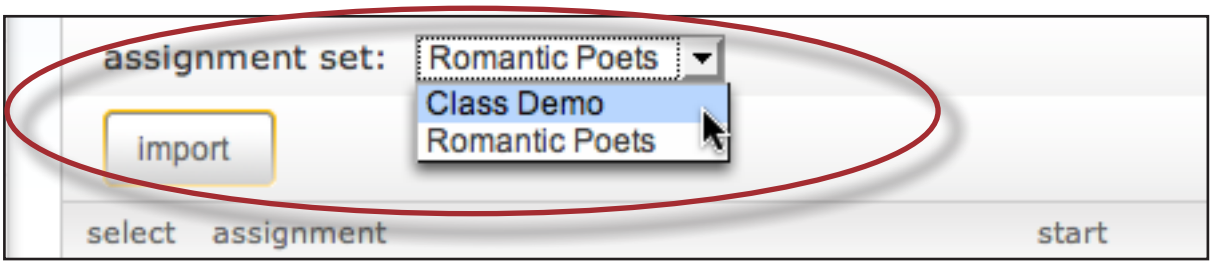
Assignments Library

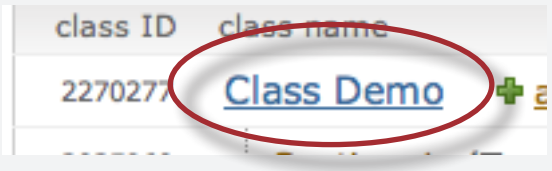
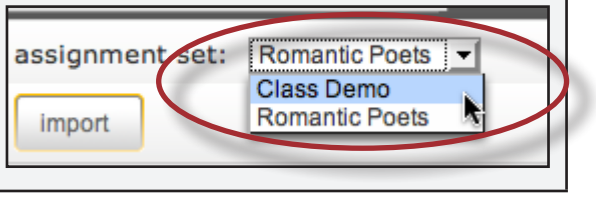
The assignments library assists an instructor in managing the assignment sets created in all of the instructor's classes on Turnitin. When an assignment is created for a class, the assignment is added to that class' assignment set.

When the library page is opened, the assignment library displays the assignment set for the current class by default. To select a different class assignment set to view, use the pull down menu labeled *select assignment set* and choose the name of a class. The assignment set for the selected class will be displayed.



Importing Assignments

From the assignment library, an instructor can import assignments to copy them from one class to another.

To import an assignment:	
1. Log into Turnitin and click on the name of the class to import an assignment or set of assignments into	
2. Click on the *libraries* link in the class	
3. Use the *select assignment set* pull down menu to choose a class to import assignments from	

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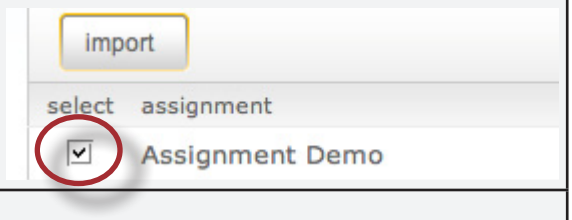
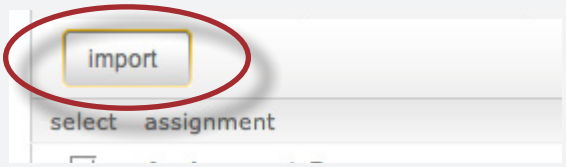
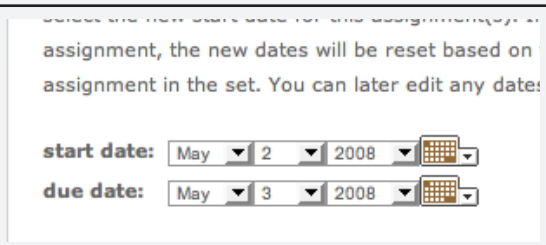
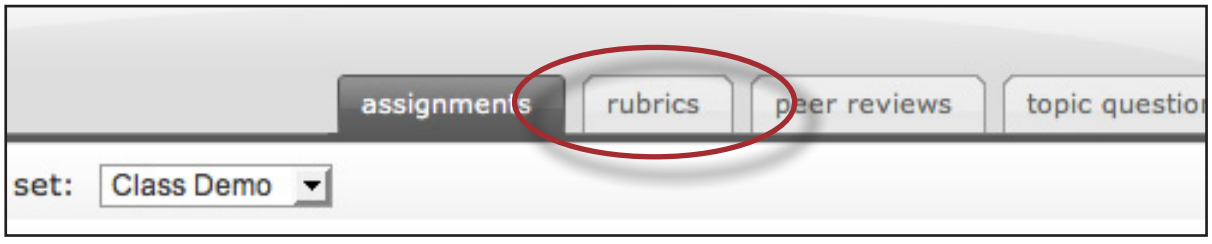
To import an assignment:	
4. Click the check box to the left of the assignment(s) to import to another class	
5. Click the *import* button above the assignment name list	
6. Select whether to use the assignment dates existing in the library or to enter new dates. To use library dates, click the *preserve dates* link. To enter new dates for a new school year or semester, enter the start and due dates and click *submit*	
7. The assignment(s) selected will be imported into the current class	

Note: If more than one assignment is being imported, the selected dates are applied to all assignments imported at the same time. Dates can be edited later for individual assignments by clicking on the assignment update button. The user may also import assignments one by one, selecting new dates for each assignment.

Rubric Library

To open the Peer Review rubrics library, click the rubrics tab from the library page.



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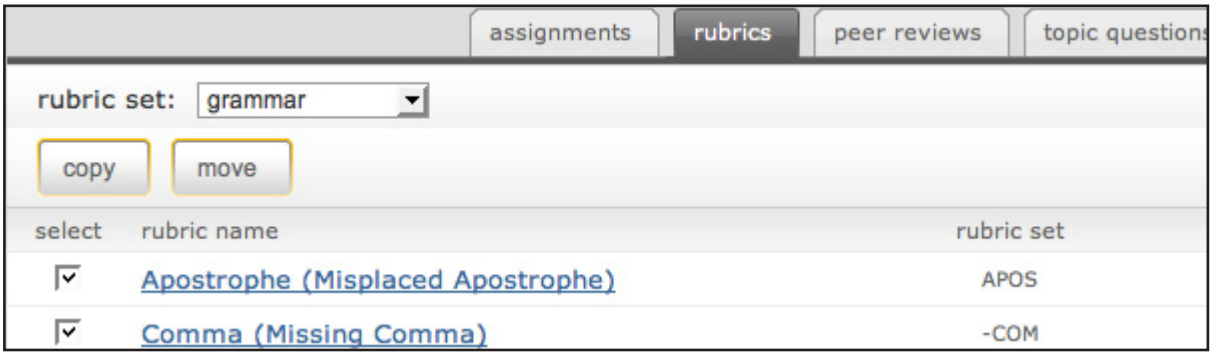
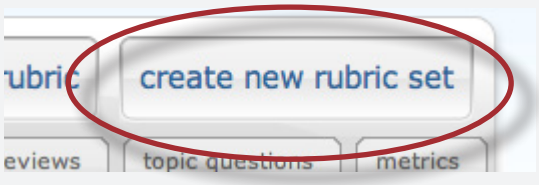
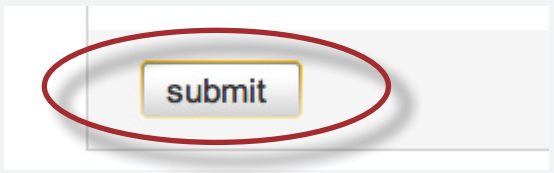
The rubric library allows an instructor to create new rubrics and to organize existing or new rubrics into sets. These rubric sets can then be used with Turnitin's Peer Review. With rubrics, an instructor can identify common problems on a student paper quickly and easily. For example, instead of adding comments to a student paper each time a student uses passive voice, a rubric mark can be placed on the paper each time that the passive voice is used throughout a paper.



Creating Rubric Sets

Before an instructor can create rubrics, the instructor must create a rubric set to hold the rubrics.

To create a rubric set:	
1. Click the *create a new rubric set* button	
2. Enter a name for the rubric set and an optional description of the rubric set	
3. Click *submit* to add the new rubric set to the instructor rubric library	

Now that a rubric set has been created, the instructor is able to create new rubrics and add them to the set

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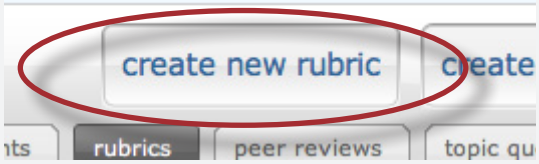
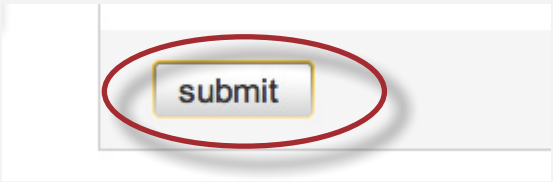
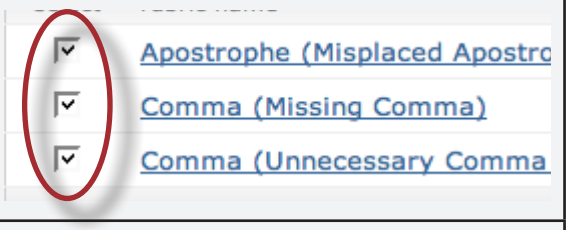
Adding Rubrics

Rubrics can now be created and added to a set for the use of students or the instructor while writing a Peer Review on Turnitin. These rubrics allow the user to more easily indicate a type of problem on the student paper being peer reviewed.

To create a new rubric:	
1. From the rubric libraries page, click the *create a new rubric* link	
2. Enter the following information: • a rubric name • a rubric symbol up to six characters long • (optional) a content link URL • a rubric description	
3. Click *submit* to save the rubric and add it to the current rubric set	

Exporting or Copying Rubrics

Once rubrics have been created and added to a set, they can also be copied or moved to another rubric set. This saves time in re-creating or organizing rubrics.

To export rubrics to another set:	
1. From the rubric libraries page, click the check box for the rubrics that will be exported to a new set	
2. Click the *copy* or *move to*... button above the list of rubric names. Clicking on either button will open a new window containing the target set pull-down menu.	

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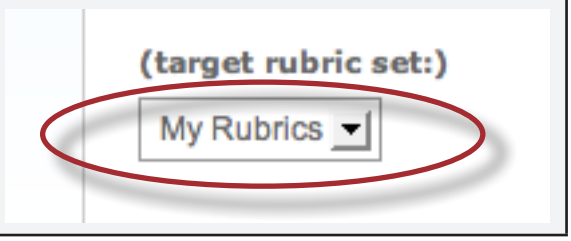
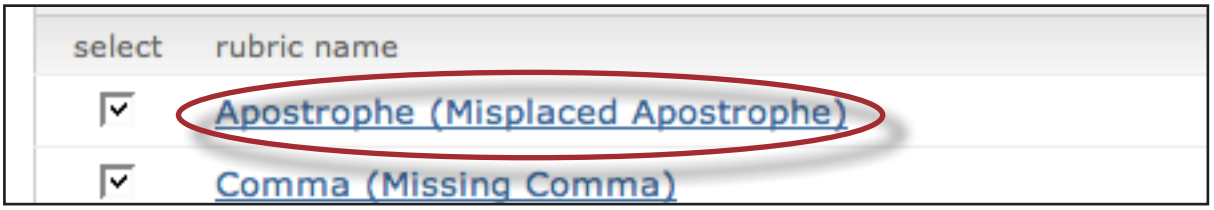
To export rubrics to another set:	
3. Select the rubric to copy or move to from the *target rubric set:* pull down menu and click *submit*	

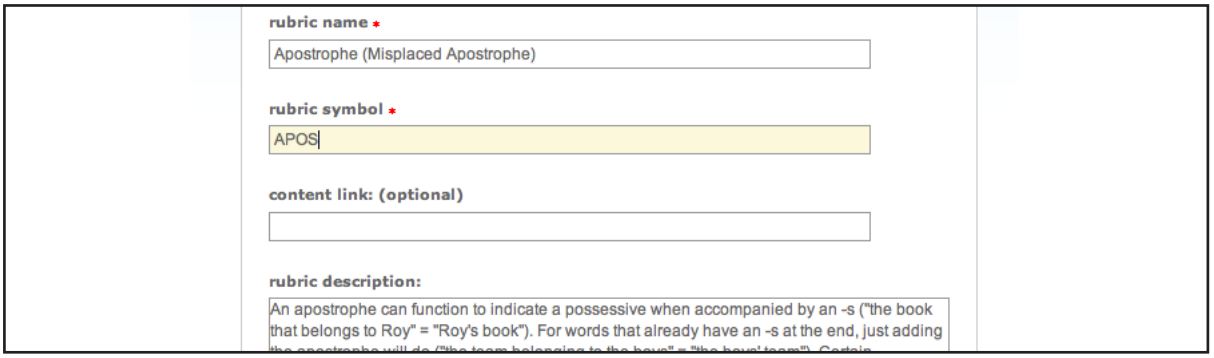
If the rubrics were copied, they will now appear in both sets. If the rubrics were moved, they will appear only in the set selected as their destination.

Modifying and Deleting Rubrics

To modify a rubric, the instructor will click on the name of the rubric in the rubric list.



The instructor can then modify the rubric information as needed. Once the changes are complete, clicking on *submit* will save any changes that have been made.


rubric name *
Apostrophe (Misplaced Apostrophe)
rubric symbol *
APOS
content link: (optional)
rubric description:
An apostrophe can function to indicate a possessive when accompanied by an -s ("the book that belongs to Roy" = "Roy's book"). For words that already have an -s at the end, just adding

To delete a rubric, click on the trash can icon to the far right of the rubric in the rubric library under the delete column. If this rubric is definitely no longer wanted, click *OK* on the pop-up warning window to continue. If this is not the correct rubric to delete, click *Cancel* to return to the rubric library page.

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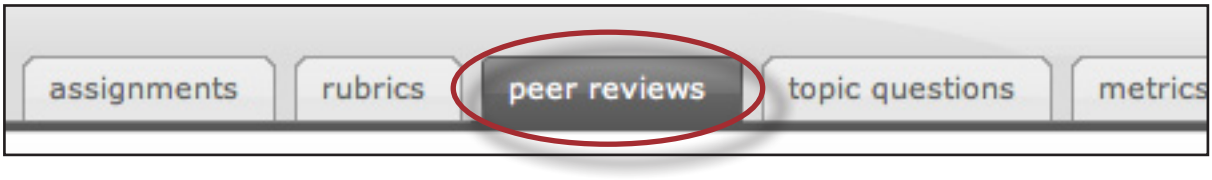
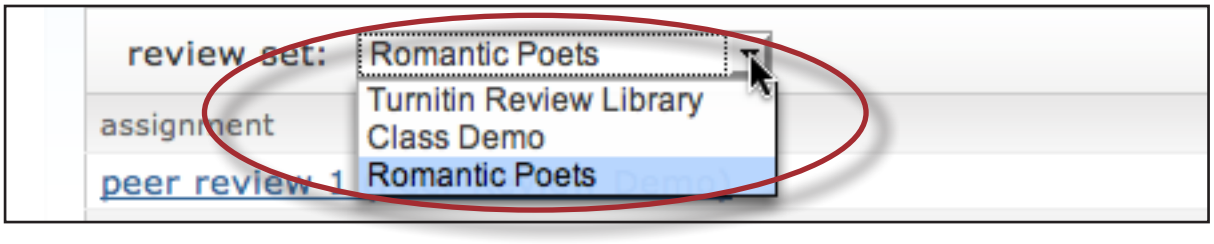
The Peer Review Library

The peer review library keeps track of all the peer reviews created by the instructor in any class. To view the peer review library, click on the *peer reviews* tab on the library page.



All reviews created in the current class will be displayed. The instructor can use the *review set:* pull down menu to view peer reviews created in any class the instructor controls.

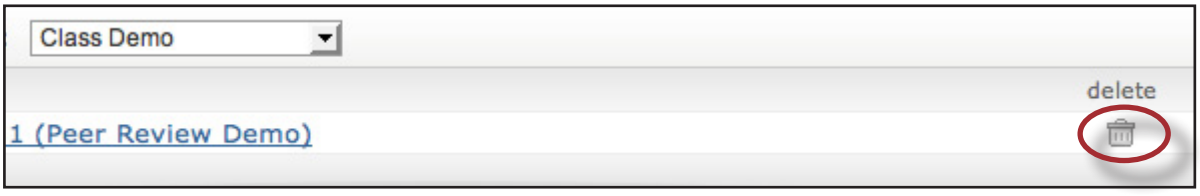


When an instructor is creating a peer review, the instructor can choose to select a review from the library during step one of the peer review assignment creation process. Selecting this will open the peer review library. To select a review from the library, click on the select icon to the left of the name of the peer review.

Warning: An instructor can only select a peer review from the peer review library during step one of the peer review creation process.

Deleting Peer Reviews

A peer review can be deleted permanently from the peer review library by clicking on the trash can icon to the right of the peer review title under the *delete* column. To remove this review, click *OK* on the pop-up confirmation window. To keep the review, click *Cancel* on the confirmation window.



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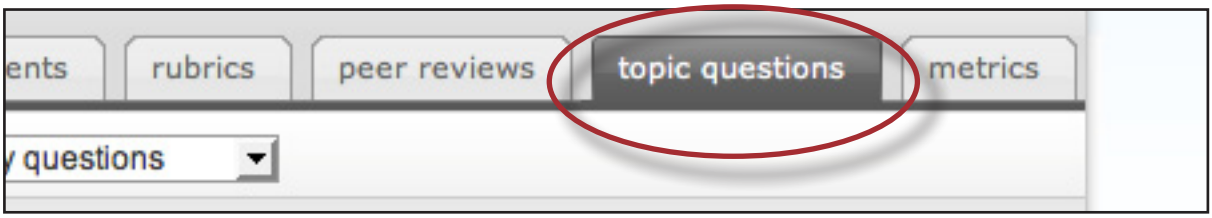
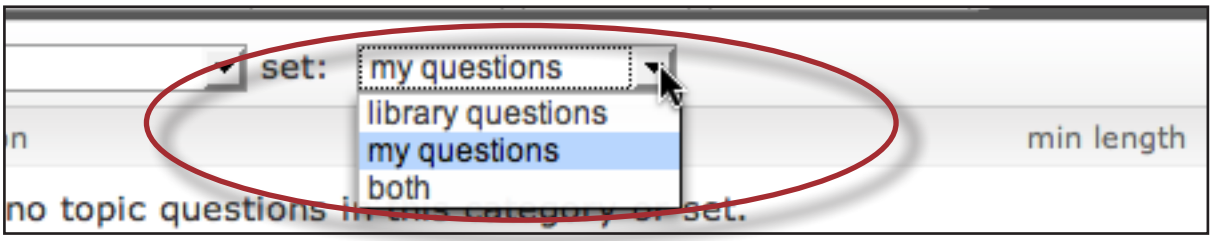
Topic Questions Library

The topic question library saves any new topic questions written during the creation of a Peer Review assignment on Turnitin by an instructor. This library also contains default topic questions provided by Turnitin for the instructors.

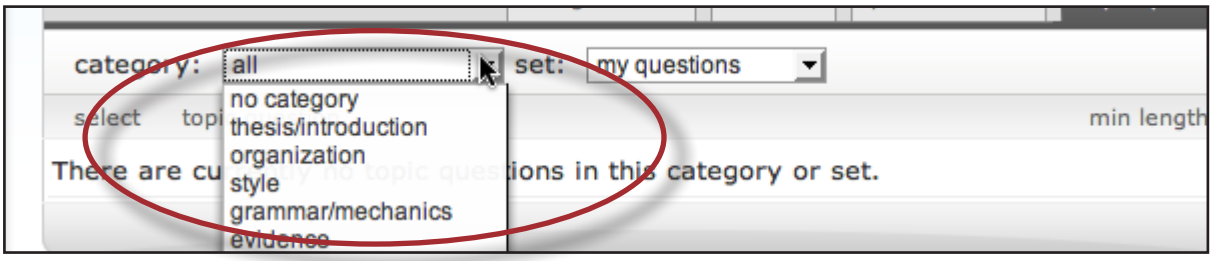
To access the topic question library, click the *topic questions* tab on the library page.



There will be two available sets of topic questions: *my questions* or *library questions*. The library questions set contains a large number of topic questions provided by Turnitin. The my questions set contains any topic questions the user has created while adding peer review assignments to a class. Use the *set:* pull down menu on the right to select whether to view one of the available sets or to view *both* available sets.



Once a set of topic questions has been selected, the instructor is able to limit the questions displayed by selecting a category. Click on the *category* pull down menu to choose a category to display. The library will show only topic questions sorted into that category.



If the instructor selects "all" from the category menu, all topic questions in the set will be displayed, regardless of category. If "no category" is selected, only uncategorized questions will be displayed.

If the instructor chooses to select a topic question from the library during step two of the peer review creation process in Chapter 3, select the topic questions to add to the peer review by clicking on the check box area to the left of each topic question to add. Once all topic questions to import are selected, click the *import* button to add them to the review.

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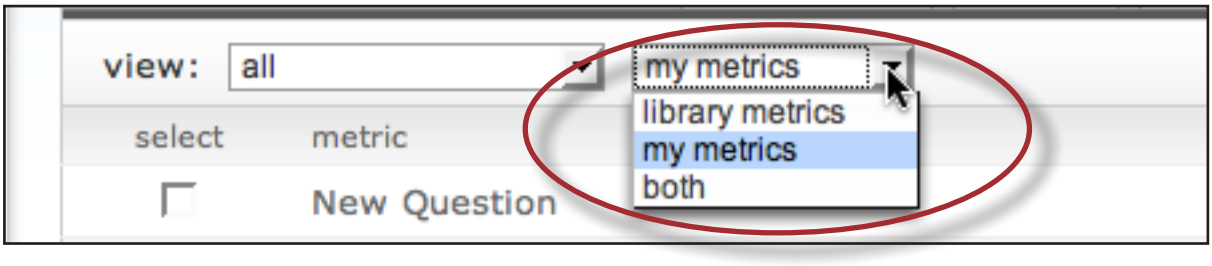
Metric Library

The metric library saves any new metric questions written during the creation of a Peer Review assignment on Turnitin by an instructor. This library also contains default metric questions provided by Turnitin for the instructors.

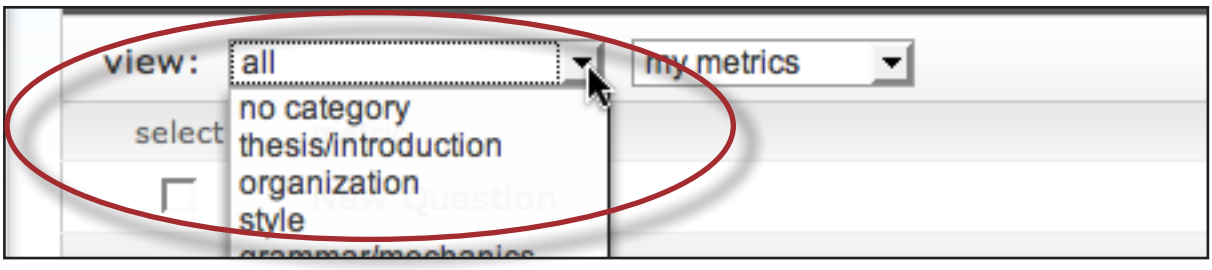
To access the metric question library, click the *metrics* tab on the library page.

The metric library contains all the metric questions an instructor has created in peer review assignments as well as metric questions provided by Turnitin for instructors to use in their peer reviews.

To view different metric question sets, use the *select set:* pull down menu. The options are *my metrics, library metrics*, or *both*.



Once a set of metric questions has been selected, the instructor is able to limit the questions displayed by selecting a category. Click on the *select category:* pull down menu to choose a category to display. The library will show only metric questions sorted into that category.



If the instructor selects "all" from the category menu, all topic questions in the set will be displayed, regardless of category. If "no category" is selected, only uncategorized questions will be displayed.

If the instructor chooses to select a metric question from the library during step three of the peer review creation process in Chapter 3, select the metric questions to add to the peer review by clicking on the check box area to the left of each metric question to add. Once all metric questions to import are selected, click the *import* button to add them to the review.

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What you will learn.
Our environment is th
world around us. We, as hu
both live in and form part
environment. We are affected
and changing

Turnitin Instructor User Manual
Chapter 9: Class Sections

Updated February 27, 2009

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Introduction

If sections of a class are taught by other instructors or by teaching assistants, a class with sections can be created on Turnitin. A top-level master class is created to oversee the section classes. From the master class, the instructor creating the master class can set up sections for the other instructors. These instructors are referred to in the master/section class system as Teaching Assistants (TA's).

The master class instructor can set up sections for each TA, or each TA can create a section by using the master class ID and a TA join password set by the master class instructor. The master class instructor can set class preferences, create and 'push' assignments to the sections, reassign a section to a new TA, or access the section.

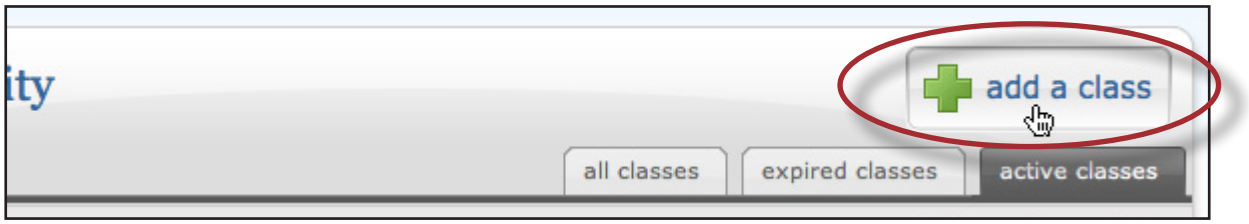
Each TA can only access a single section of a master class. The same TA user may be added to multiple sections if needed.

Adding a Master Class

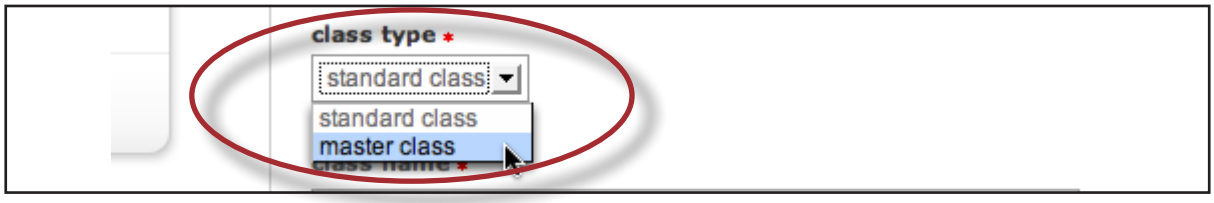
There are two ways for an instructor to add a master class: creating a master class from scratch, or converting an existing standard class into a master class.

Creating a New Master Class

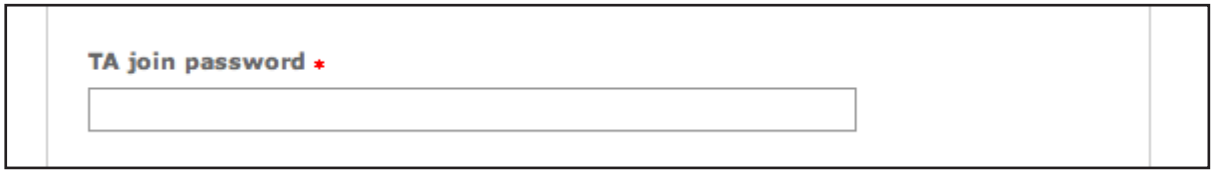
To create a new master class from scratch, click on the *add a class* button on the instructor homepage of Turnitin.



On the add a class page, use the *class type:* pull down menu and select *master class*.



Enter a name for the master class and a TA join password. The TA join password is provided only if TA's are creating their own sections in the master class. The TA join password, combined with the master class ID number, should only be provided if a TA is joining manually.



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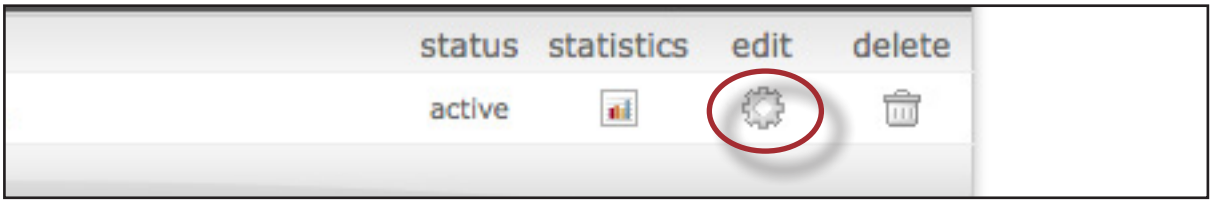
Warning: Do not provide the TA join password or master class ID to students. Each section will have an individual section class ID and section enrollment password that is used if students are manually joining the class on Turnitin.

Click the submit button and a new master class will be created. New master classes created from scratch do not have any sections. To create sections, please see **Adding Sections** in this chapter.

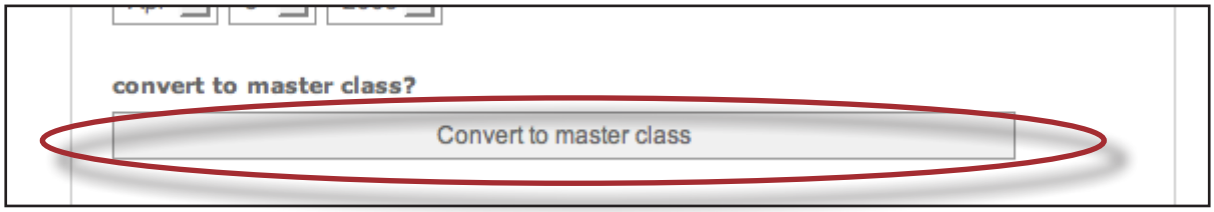
Converting a Standard Class to a Master Class

An existing standard class can also be converted to a master class. The assignments and any papers, students, and grade information in the standard class are placed in an automatically created section of the master class.

To convert a regular class into a master class, click the edit icon to the right of the class name on the instructor homepage.



Ensure the correct class is being converted by checking the class name. To convert the class immediately into a master/section class, click the convert to master class button at the bottom of the page.



Any existing students, papers, grades, and assignments from the standard class are moved to a newly created section beneath the new master class. To access the existing information, click on the name of the section.

The master class instructor is automatically assigned as the TA of the converted class. The TA or other class information can be changed by clicking on the update icon to the right of the newly created section class.

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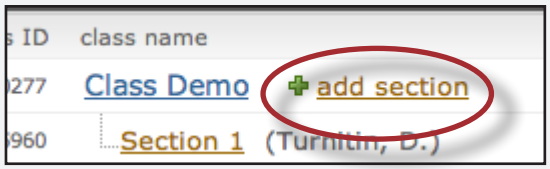
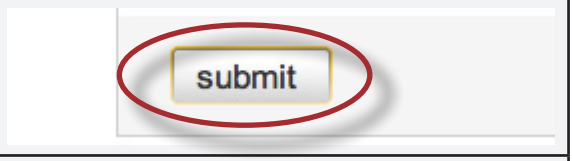
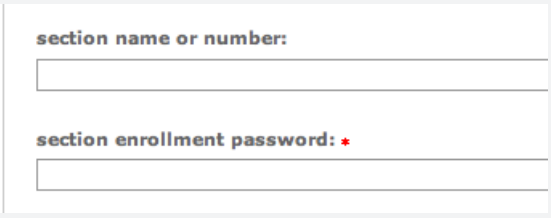
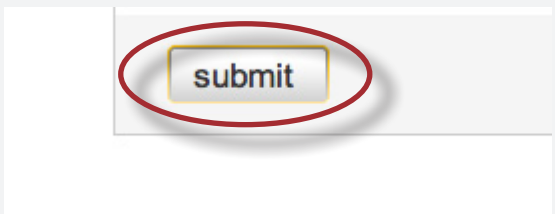
Adding Sections

New sections can be added to a master class in two ways. A section can be manually created by the instructor of the master class, or the master class ID and TA join password can be distributed to the TA's, which will allow the TA's to join themselves to the master class and create their own sections.

Manually Creating New Sections

New sections can be manually created by the master class instructor. TA users can be assigned one or more sections which they will be able to access through Turnitin. Only one TA can be assigned per section. Only the master class instructor will be able to view the submissions in the sections.

To create a section and add a TA:	
1. Click the *add section* link to the right of the name of the master class	
2. On the add section screen, enter all of the following information: • TA's first name • TA's last name • TA's e-mail address (for notification or • new user password e-mails)	
3. Click *submit* to continue	
4. On the next page enter the required section information: • section enrollment password • name for the section	
5. Click *submit* to add the section to the master class and send the assigned TA a welcome notice or new user notification e-mail. The TA will only be e-mailed a password if they have no user profile existing under the e-mail provided for them in the TA information section	

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Each new section will appear on the instructor homepage for the master class instructor, listed in smaller print beneath the master class. When a section is added, an e-mail with the section information will be sent to the TA. If the TA does not have a user profile with Turnitin under the e-mail address that was provided, Turnitin will generate a new user profile for the TA and include the new user password in the e-mail sent to the TA.

Allowing TA's to Create Sections

To allow TA's to create their own sections under a master class, the TA's must be provided with the master class ID number and the TA join password set for the master class.

For new TA users who do not have an existing Turnitin profile, the TA will use the standard instructor join process. When prompted for an account or class ID and join or enrollment password the TA will provide the master class ID and TA join password.

For users who have an existing instructor profile on Turnitin but need to join a master class as a TA, an existing profile can join a class as a TA.

To join a class as a TA with an existing Turnitin user profile, the instructor will log in and click on the join class (TA) link on the instructor homepage. The instructor is then prompted to enter the master class ID and TA join password for the course, after which the instructor will be able to set up a TA section in the master class.

Administrating a Master Class

The master class instructor is provided with many options for handling assignments in the sections and the master class itself. These options include:

- creating template assignments that become part of the class assignment library. The TA's with sections in the master class can then create their own assignments or select the template assignments from the class assignment library
- create complete assignments and add them to some or all of the sections of a master class
- create partial assignments (e.g. assignments containing selected preferences but no dates) and add them to some or all sections to accommodate different class schedules
- creating assignments that are 'locked' against changes by section TA's and adding these assignments to the sections of the master class

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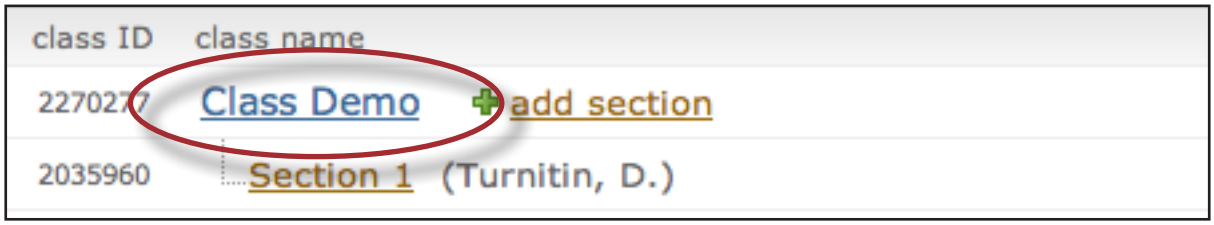
Creating Assignments in a Master Class

Assignments that are intended to be used in many or all sections of a class should be created by the master class instructor within the master class. For an overview on assignment creation, please see the section on creating assignments in Chapter 1.

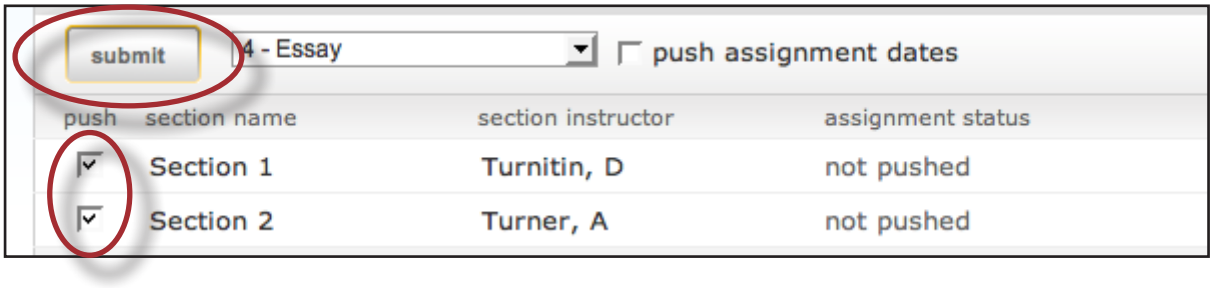
To access the master class assignment page, click on the name of the master class on the instructor homepage.



Adding Assignments to Sections

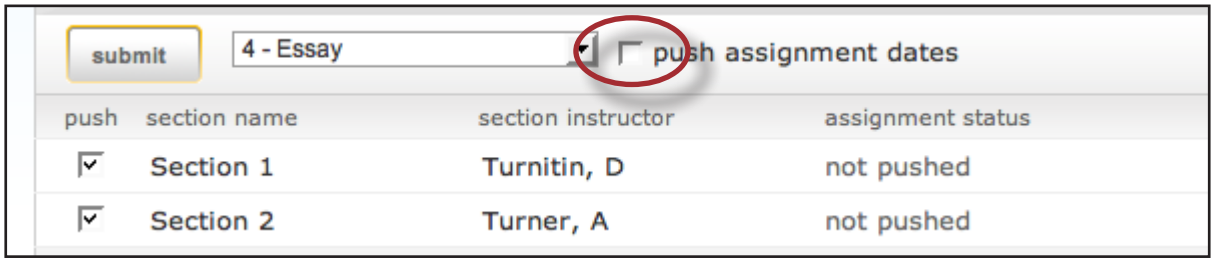
After creating an assignment from the assignment creation page, the push assignments to sections window will load. From this page, the assignment can be pushed to the sections of the master class.

To add an assignment to one or more sections, place a check mark in the check box next to the section name and click on *submit* to push the assignment to the selected sections.



By default, all sections are marked to receive the assignment. To not have the assignment pushed to a section remove the check mark from the check box before clicking submit. The assignment will not be pushed to that section.

The master class instructor has the option of allowing the Section TA's to choose their own assignment dates or to push the assignment dates the instructor set in the assignment creation process. The default is to not push assignment dates. If the instructor decides to push assignment dates, place a check mark in the check box next to the *push assignment dates* option. Click on *submit* to save the assignment and push the assignment to all the checked sections.



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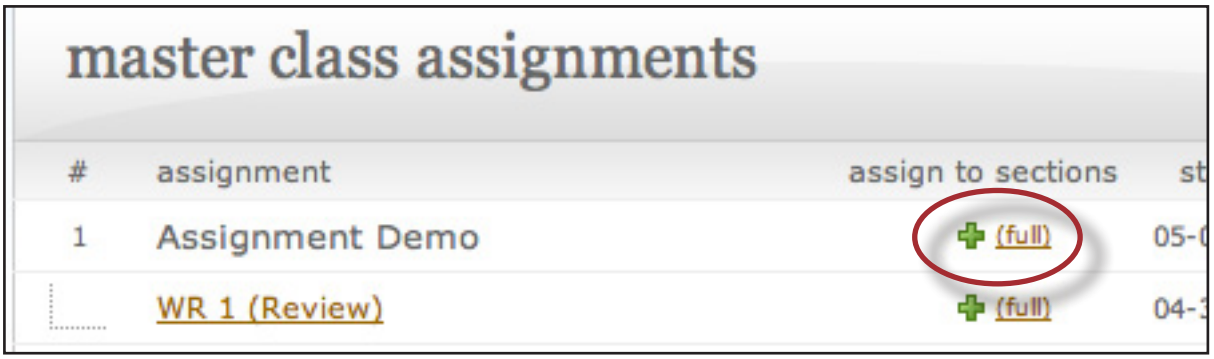
Adding Assignments Without Dates

Assignments created in the master class can be pushed to the sections without dates. Assignments pushed without dates must be given a date by the class TA before the assignment becomes active and available for students. Students will not be able to submit papers or use the assignment until the assignment is given dates. Assignments without a date appear in the section class highlighted in red.

To push an assignment without dates, ensure that you un-check the box next to the option *Push with dates?*. Assignments pushed when this box is un-checked will not have dates within the sections.

The Master Class Homepage

The master class homepage displays all assignments created in the master class. The *assign to sections* column shows whether an assignment has been pushed to sections and whether it has been pushed to all or only selected sections.



- *not pushed* indicates that an assignment has not been pushed to any sections
- *partial* indicates that an assignment has been pushed to at least one section but not to all sections of a master class
- *full* indicates an assignment has been pushed to all sections of a master class

The assignment push page can be returned to by clicking the push to sections button next to an assignment at any time.

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If an assignment has been previously added to a section, the assignment can be pushed to the section a second time with any new changes made to the assignment. This is only available if the assignment has not been modified by the TA and if no students have submitted to the assignment.

If the TA has made any changes to the assignment or students have submitted a paper, the assignment is locked. The messages on the push page next to each assignment will inform the master class instructor if an assignment is unmodified or if it has been locked.

Note: If changes must be made to a locked assignment, access the assignment through the section or sections it has been pushed to and make any necessary changes through the sections directly. Changes cannot be made from the master class.

Student Enrollment

The master class does not allow students to enroll. Student enrollment is handled in each section individually - students can even be enrolled in multiple sections of the same master class, and will see each section as a separate class.

Student enrollment into sections can be handled in the same ways as students enrolling into standard classes. The student users can be provided with the section ID and the section enrollment password, or can be manually enrolled by the instructor.

Providing students with the section ID and section enrollment password may save the most time for the instructor. Students enrolling in a section class on Turnitin use the standard steps for joining a class, which can be found in the **Student User Manual** or the **Student QuickStart Guide**.

Students can also be added to the section class by the TA or by the master class instructor. Students can be added one by one or as a list. Step by step instructions for adding students individually or creating a student list for upload can be found in Chapter 1: Getting Started in this manual under **Enrolling Students**.

The master class instructor may also add students to sections by using the master class student page interface. The master class instructor can then upload individual students or a list of students to be added to a specific section of a master class.

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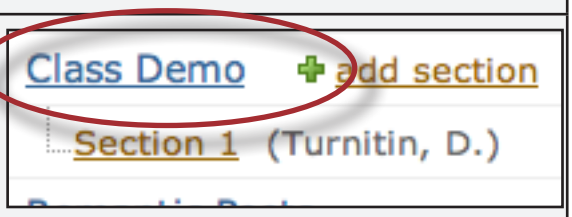
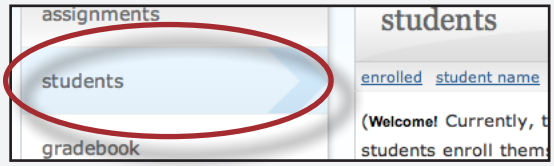
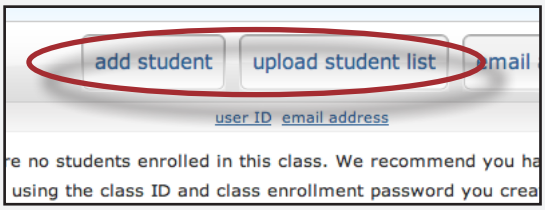
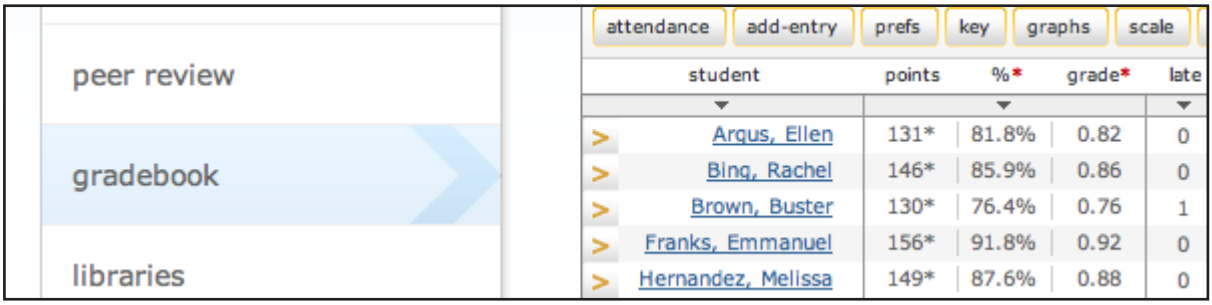
To add students from a master class:	
1. Click on the name of the master class to add students in	
2. Click on the *students* tab on the master class homepage	
3. Click on *add student* or *upload student list* button as appropriate for the method of adding students the instructor wishes to use at this time	
4. Continue with the standard process of adding a student as outlined in Chapter 1, section **Enrolling Students** in this manual	

The student or list of students will be added to the master student list and the section class student list. New students will be e-mailed a new user welcome notification. Students with an existing profile will receive a notification e-mail that a new class has been added to their student user homepage.

GradeBook

If the Turnitin GradeBook product has been purchased for the account, the gradebook tab on the class navigation bar is available. Click on the gradebook tab and get a quick overview of the grades in the sections of the master class.



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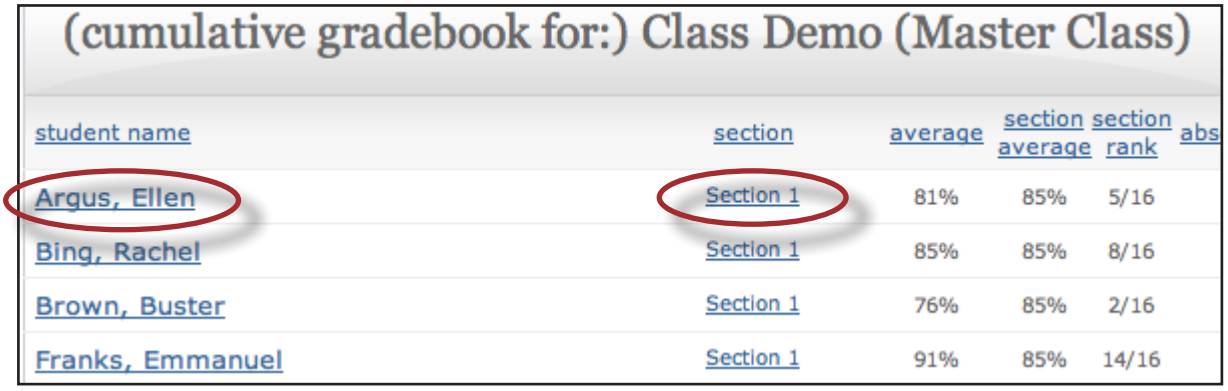
To view detailed grade information for a student or section, click on the student or section name to jump to the appropriate section's GradeBook page.

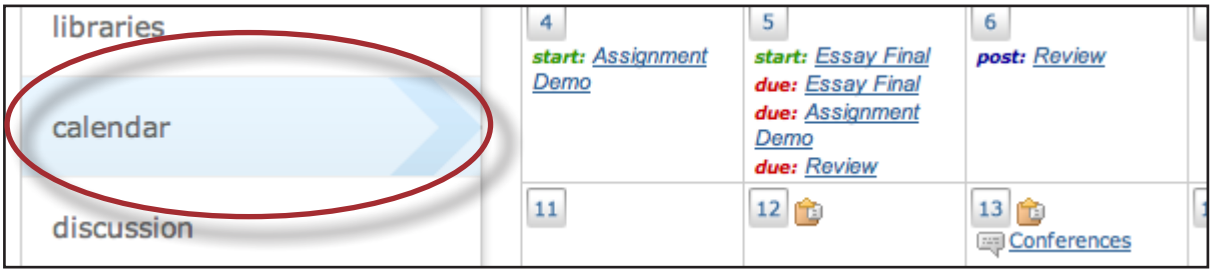


Calendar

The master class calendar functions similarly to the class calendar. For more information, please see the section on the class calendar in this manual.

Any announcements, notes, or holidays that are added to the master calendar will appear in the calendars of all sections of the master class.

To view the master class calendar page, click on the *calendar* tab in the class navigation bar.



Preferences

The master class preferences page allows a master class instructor to determine which Turnitin products or features are available in section classes and set limits to the capabilities assigned to TA's for all sections of the master class.

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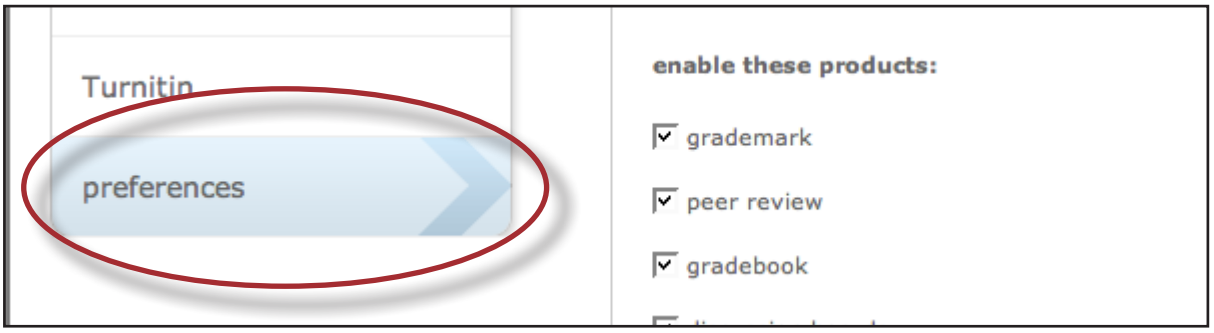
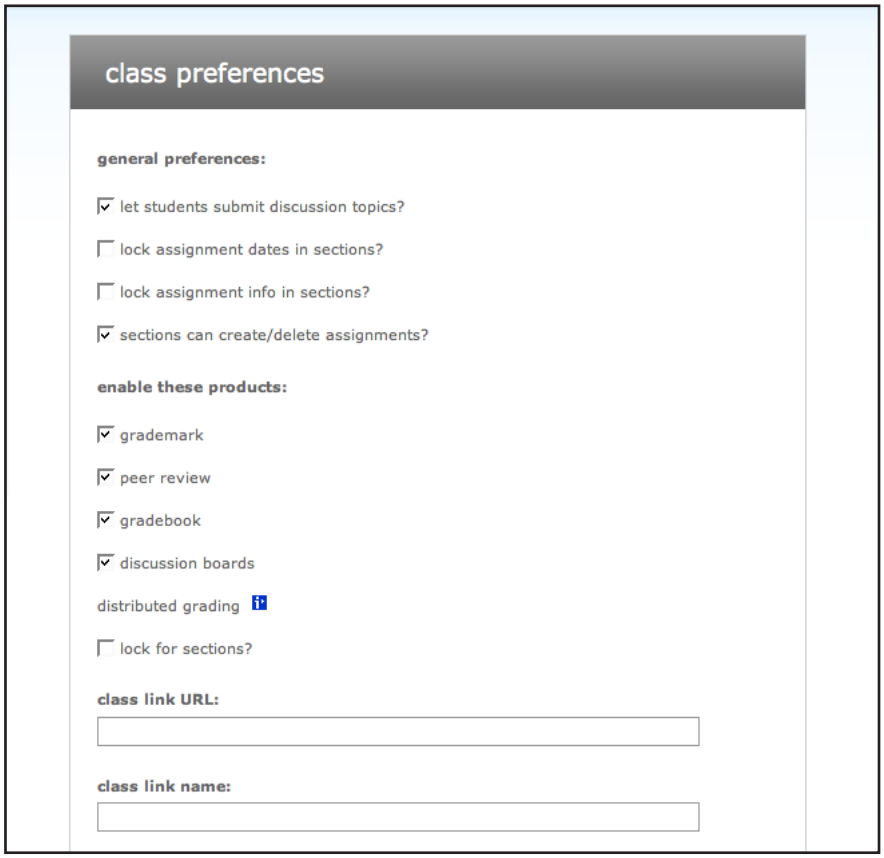
To access the master class preferences page, click on the preferences tab on the master class homepage.



In addition to the standard class preference options, the master class instructor can select to:

- lock assignment information on sections
- lock assignment dates on sections
- allow or disallow section TA ability to create or delete assignments
- lock settings for sections



These settings allow the master class instructor to enable or disable certain capabilities of the TA users in the sections of the master class. This can be used to prevent changes from being made to required settings on assignments. Click on the submit button to save any changes made to the class preferences.

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What you will learn.
Our environment is th
world around us. We, as hu
both live in and form part
environment. We are affected
and changing

Turnitin Instructor User Manual
Chapter 10: Quick Submit

Updated February 27, 2009

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Quick Submit

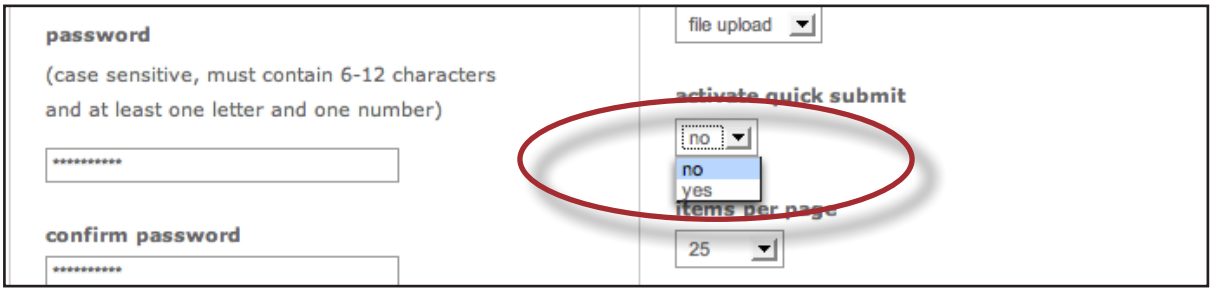
The quick submit feature allows instructors to submit papers and receive Originality Reports without creating a class or an assignment. This is ideal for instructors who would like to use Turnitin to spot check submissions and have these papers in electronic format. Quick submit should not be used if the instructor desires to have students submit their own papers or plans on using Peer Review, GradeMark, or GradeBook.

Accessing Quick Submit

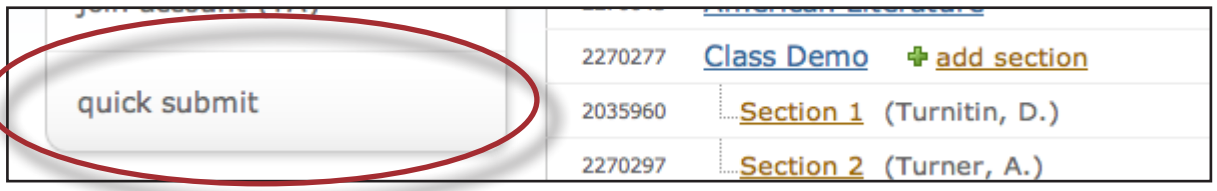
Quick submit must be activated by an instructor before it can be used. Quick submit is activated on the user preferences page.

To activate quick submit, the instructor first clicks on the *user info* link on the instructor homepage.

On the preferences page, the instructor must use the *activate quick submit*: pull down menu and select *yes*. Clicking on *submit* will save this preference change.



The quick submit tab will appear on the instructor homepage. The quick submit inbox is available by clicking on this tab.



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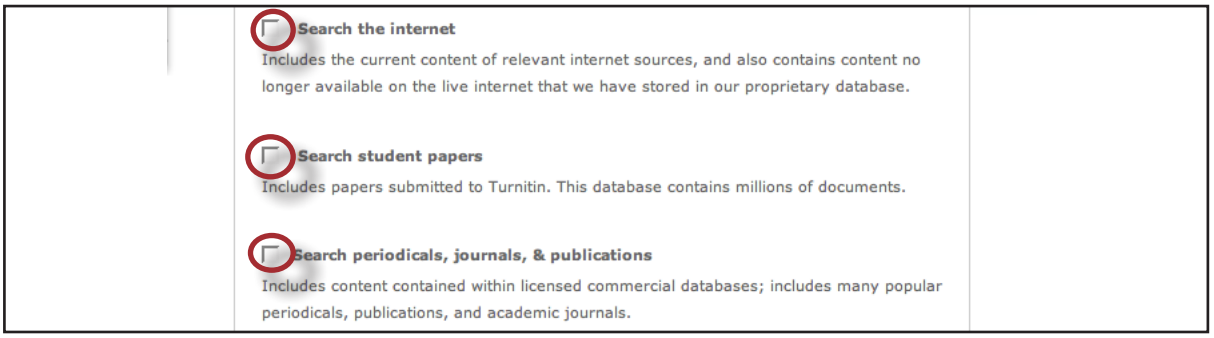
Submitting Papers

The instructor can now upload papers for submission in this inbox. To begin the submission process, click on *submit* in the top right corner of the quick submit inbox.

The first step of submission is selecting the databases that the submitted paper or papers will be checked against.

The available sources are:

- a database of active and archived internet information
- a database of previous submissions to Turnitin
- a database of journal, periodical, and publication information


Search the internet
Includes the current content of relevant internet sources, and also contains content no longer available on the live internet that we have stored in our proprietary database.
Search student papers
Includes papers submitted to Turnitin. This database contains millions of documents.
Search periodicals, journals, & publications
Includes content contained within licensed commercial databases; includes many popular periodicals, publications, and academic journals.

Select the sources for the Originality Report searches by clicking on the check boxes next to the source.

Continue to the paper submission page by clicking on submit.
The rest of the quick submission process is similar to the standard submission process outlined in Chapter 1. The notable exception is that during quick submission, the instructor cannot submit papers for an enrolled student as the quick submit inbox is not available to student users. All papers are submitted as non-enrolled. For step by step submission instructions, please refer to Submitting a Paper in Chapter 1 of this manual.

Accessing Originality Reports

Once a submission is completed, Originality Report icons will appear for a submission after the report has generated. The instructor must refresh the view of the quick submit inbox for the icons to appear if a report has generated while the instructor is viewing the quick submit inbox.

The quick submit inbox works just like an assignment inbox. For more information on organizing or using a quick submit inbox, please refer to the assignment inbox information in Chapter 1 of this manual.

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What you will learn.
Our environment is th
world around us. We, as hu
both live in and form part
environment. We are affected
and changing

Turnitin Instructor User Manual

Chapter 11: Preferences & Notifications

Updated February 27, 2009

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Introduction

There are two preference types available to Turnitin instructors - user preferences and class preferences. User preferences apply to the instructor's user profile, including default login views.

Class preferences are specific to each class, and apply only within the class to the assignments and student users in the class.

User Preferences

An instructor can view the current user preferences by clicking on the *user info* tab.

The user preferences available are:

- **default user type** - select from *student*, *instructor*, or *administrator*; this will be the user home page seen when the user logs in
- **default submission type** - select a default submission type, which determines which type of submission page is shown automatically for an instructor clicking on the *submit* icon in Turnitin
- **activate quick submit** - select *yes* to turn quick submit on; refer to Chapter 10 for information on quick submit
- **items per page** - select the number of items from a list of students, submissions, or assignments to display per page on Turnitin
- **file download format** - select the default format for files downloaded from Turnitin; the options available are *original format*, *PDF format*, or *let me choose each time*
- **show page info** - choose *yes* to display page information at the top of each page, which contains helpful information for each user
- **send me e-mail updates** - choose *yes* to receive e-mail updates from Turnitin
- **use homepage link** - choose *yes* to create a homepage link; to set up a link, enter a link name and URL in the fields below this option; this provides a link to a homepage for the user

Note: If any changes were made to the user profile, the instructor must click on *submit* in the top right corner to save the changes

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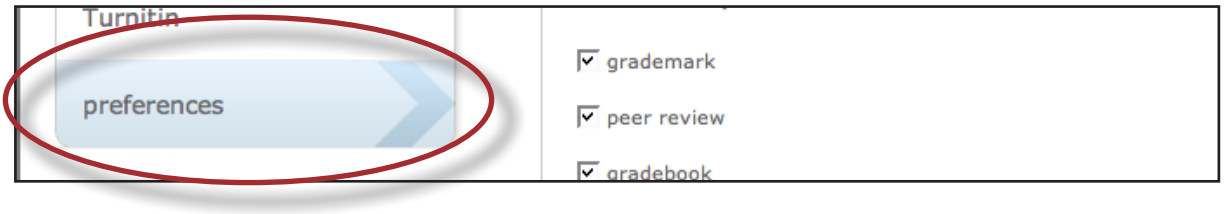
Class Preferences

The class preference page allows an instructor to control the products and features available for the class. This allows an instructor to determine whether students can post proposed discussion topics, or whether or not GradeMark or other products are available in a class. An instructor can also set a class homepage link which is visible to both students and the instructor on the class homepage and other class pages.

To open the preferences page for a class, click the *preferences* tab on the class bar.



Each class has two preference types available to the instructors. There are general preferences and products that have been enabled. Only services purchased by the instructor's institution are available under the *enable these products:* preference menu. Products that are not available will be greyed out and cannot be checked or un-checked.

To enable or disable a preference, click the check box to the left of the selected preference or product. Un-checked products or preferences are disabled in the specified class. For more information on the products, please see the appropriate chapter of this manual for the product or feature.

General Preferences:

- **let students submit discussion topics?** - determines if student users are able to post proposed discussion topics. Discussion topics must be approved by the instructor before the topic becomes active

- **show students link to my e-mail?** - determines whether or not the e-mail address used by the instructor to log into Turnitin is available as a link for the students to click on to use their default e-mail program to contact the instructor

- **Lock assignment dates in sections?** - locks assignment dates set by the master class instructor for assignments pushed to sections

- **Lock assignment info in sections?** - locks assignment info set by the master class instructor for assignments pushed to sections

Enable These Products:

- GradeMark
- Peer Review
- GradeBook
- Discussion boards

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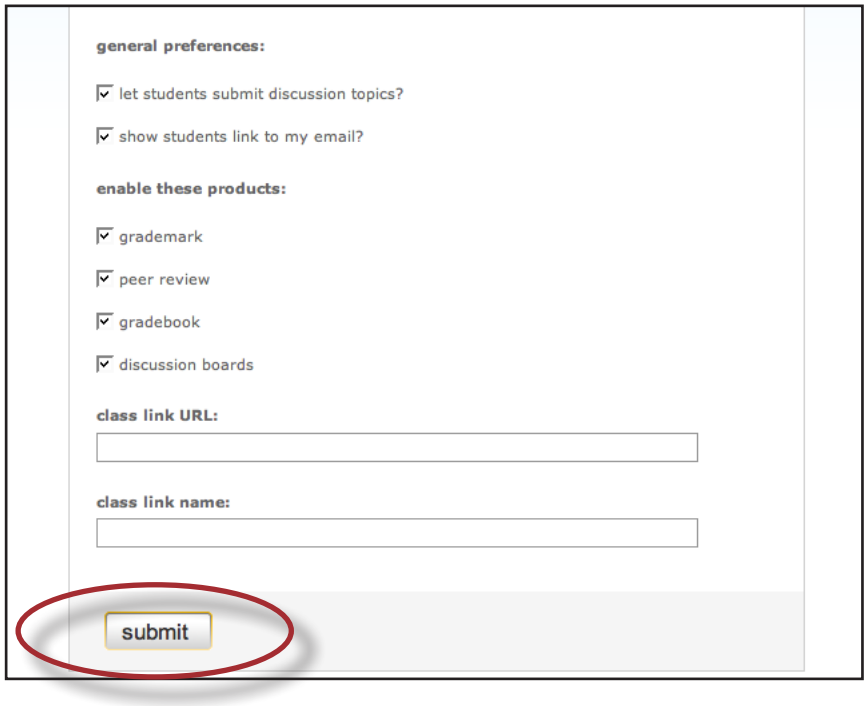
- **Class Link** - A class link can be created for the instructor and students on the preferences page. Enter a name for the link and the full URL for the link. The URL must be in the full HTTP:// format.

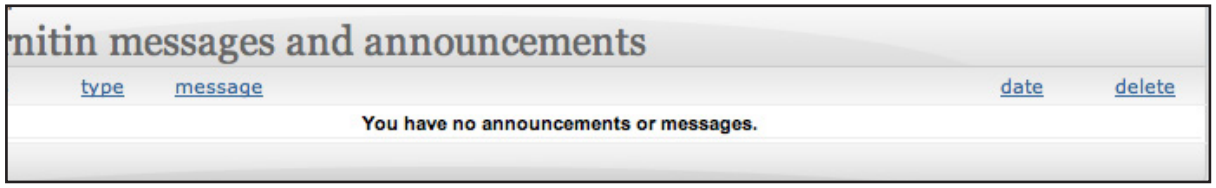
If any changes are made to the class preferences, the instructor must click on the *submit* button at the bottom of the preferences page to save the changes that have been made.



Messages and Announcements

Important announcements and messages can be viewed by clicking on the *messages* tab on the system bar.

Note: Urgent notifications including announcements of scheduled downtimes for improvements to Turnitin will appear both on the messages page and on the user homepages for all users, including instructors.



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What you will learn.
Our environment is th
world around us. We, as hu
both live in and form part
environment. We are affected
and changing

Turnitin Instructor User Manual

Chapter 12: Statistics

Updated February 27, 2009

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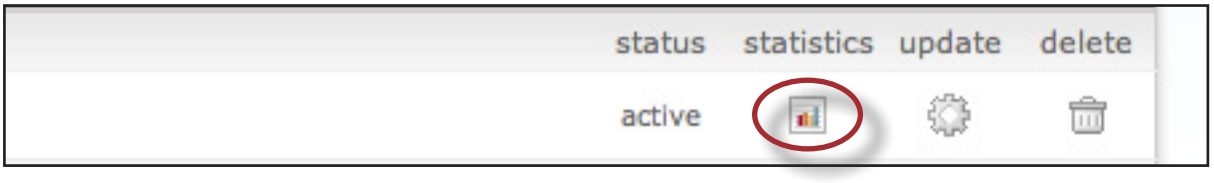
Introduction

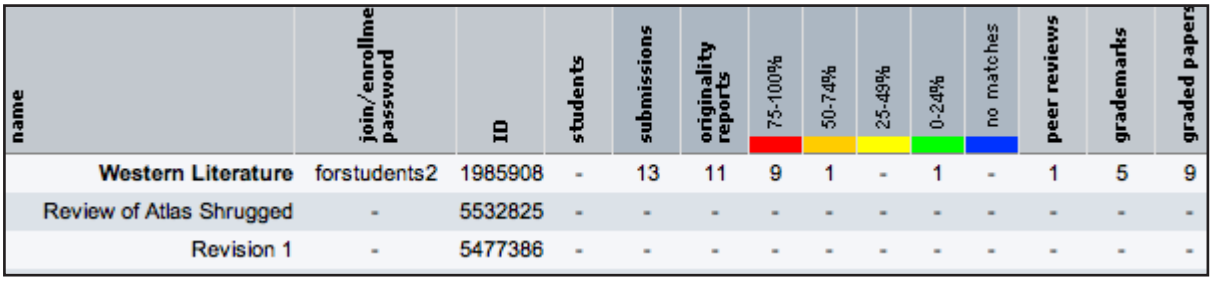
Each class or section created by an instructor has its own statistics page. From the stats page, an instructor can view detailed usage statistics for a class.

To access the class statistics page, click on the statistics icon to the right of the class on the instructor homepage. This icon is listed under the statistics column. The statistics page for the class will open.



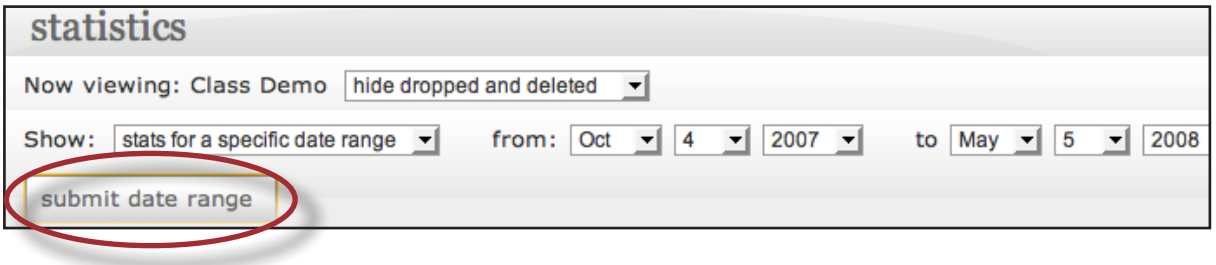
Statistics Overview

The statistics page will list information about the class in a table. The default view of the stats will show the cumulative statistics since the creation of the class.



name	join/enrollment password	ID	students	submissions	originality reports	75-100%	50-74%	25-49%	0-24%	no matches	peer reviews	grademarks	graded papers
Western Literature	forstudents2	1985908	-	13	11	9	1	-	1	-	1	5	9
Review of Atlas Shrugged	-	5532825	-	-	-	-	-	-	-	-	-	-	-
Revision 1	-	5477386	-	-	-	-	-	-	-	-	-	-	-

The stats page has options to display information for the maximum range or full lifetime of the class or section, or only a selected date range.
To change to viewing only the statistics for a range of dates, use the *Show*: pull down menu on the statistics page and select stats for a specific date range. Ranges of dates available for the class will appear. Select the desired dates and click on *submit date range* to update the stats page to only reflect these dates.



The columns indicate the following information:

name - the class, section, or assignment name

join/enrollment password - the class TA join or student enrollment password

ID - the class, section, or assignment ID number

students - number of students enrolled in the class

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submissions - total number of files submitted to all assignments in the class

Originality Reports - total number of Originality Reports generated for submissions

percentage ranges (75-100%, 50%-74%, 25-49%, 0-24%, or no matches) - the number of Originality Reports whose overall similarity index was in the indicated percentage range

peer reviews - number of student peer reviews written

grademarks - number of papers that have been marked with GradeMark

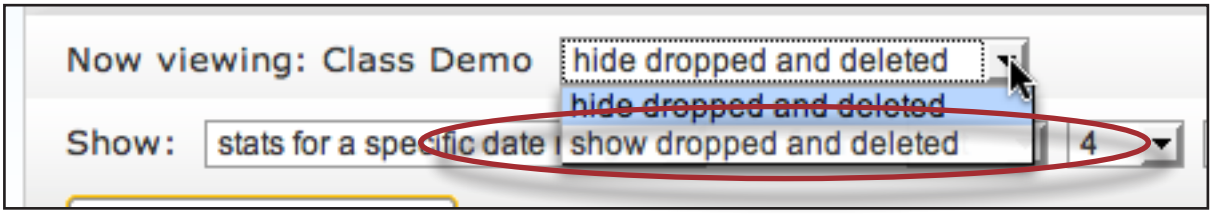
graded papers - number of papers given a numeric grade

discussion replies - number of responses posted in discussion board topics

Deleted Assignments and Dropped Students

By default, the statistics page does not display deleted assignments or dropped students. For example, if a student has been dropped from a class, the submissions by this student will not be included in the statistics. An instructor can view the statistics with this information reincluded.

To reinclude deleted assignments or dropped students, use the pull down menu to the right of the class name on the statistics page and select *show dropped and deleted*.



Exporting Statistics

The information from the class statistics page can be exported in a Microsoft® Excel spreadsheet format. To download in this format, click on the *export to Excel* button on the statistics page.

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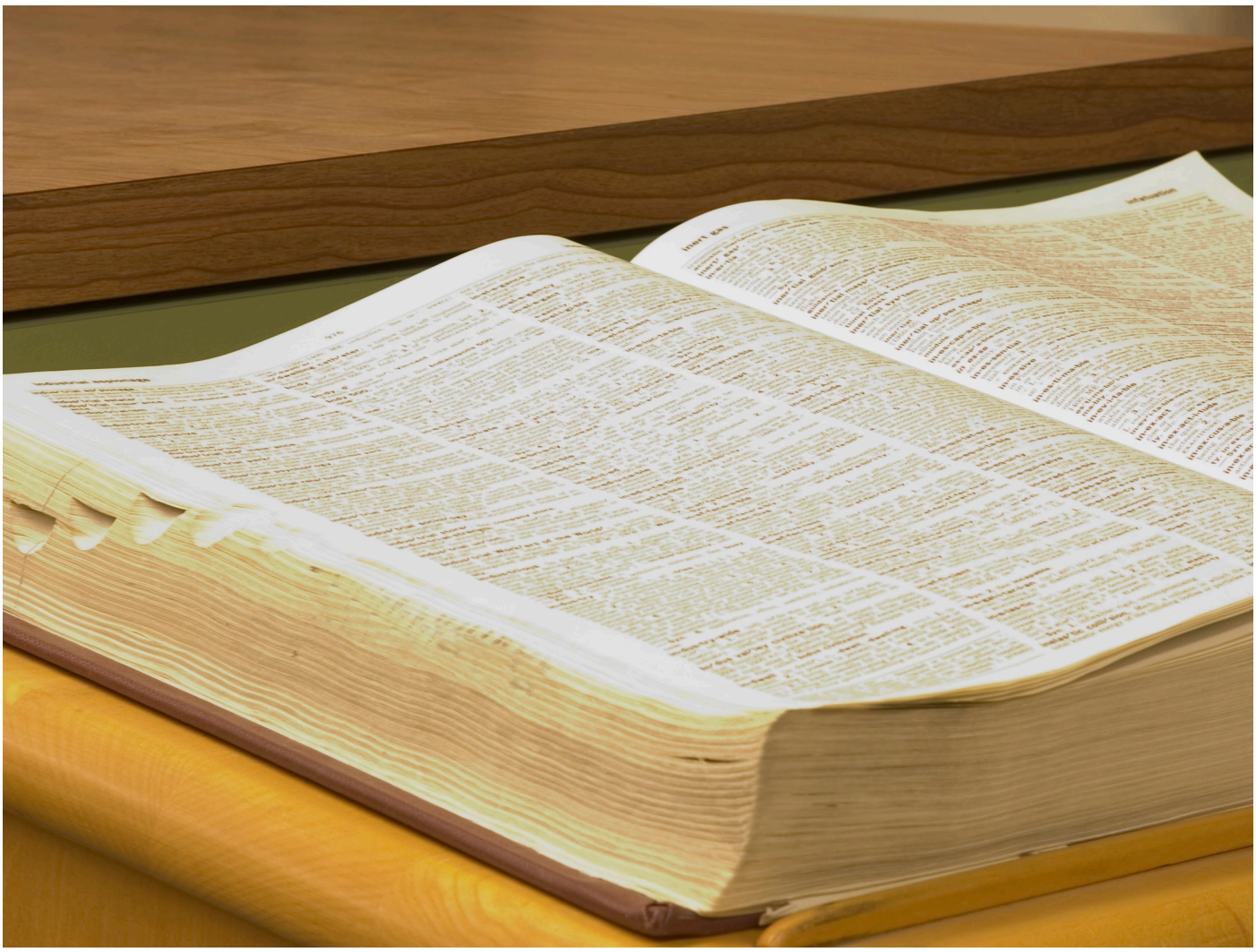

Turnitin Instructor Handbook

Chapter 13: Glossary

Updated January 26, 2009

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Definitions

account - a Turnitin account allows instructors to use products purchased from Turnitin

account ID - the numeric identification number for a specific account or sub-account

account join password - an account-specific password which allows instructors to self-join an account when used in conjunction with the account ID

active students - the number of unique student users enrolled in at least one active class on an account or accounts. The Active student counts do not measure as duplicates any students who are joined to more than one course using the same student user profile

administrator - the controller of a specific Turnitin account. This user type is able to activate or deactivate products on an account, change account settings, and add or remove instructors from account access

assignment - Submissions to a class on Turnitin are made to an assignment. Each assignment can allow only a single submission per student user who is enrolled in the class

announcements (toolbar) - announcements from Turnitin are available on the messages link from the user toolbar on the main user pages. These announcements are only sent by Turnitin. Instructor announcements are made via the calendar.

announcements (calendar) - The Turnitin calendar area of classes allows an announcement link to be added by the instructor to notify students of important information.

available active students - the number of student users available on an account. This number is the difference between the active student and student limit numbers for an account.

browser - the web browser is the program used to view or access the internet or Turnitin. This program is on the user computer. Turnitin currently supports:
PC (Windows XP/Vista)
Internet Explorer 7
Mozilla Firefox
Mac (OS X)
Safari 1.0 and higher
Mozilla Firefox

class - to allow students to submit files, an instructor must create a class for their students. A class requires a name, a class ID, and a class enrollment password.

class calendar - the class calendar page allows instructors to post announcements, notes, and holidays as well as automatically displaying the assignment start and due dates for a class. Instructors can post a syllabus through the link on this page for quick reference by students in the class.

class ID - a unique numeric identification number for a specific class created by an instructor on Turnitin

class enrollment password - an instructor-created authorization password for a class on Turnitin.

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Both class ID and enrollment password are required for students who will be self-enrolling in a class

class portfolio - the class portfolio page is the main view page of a student for a specific class

comment (GradeMark) - A correction or other mark left on a student submission by the instructor using the GradeMark digital assessment product from Turnitin

cookie - an information packet sent to and stored on the web browser of a user. Access to Turnitin requires the web browser to be set to allow cookies from the service. These cookies are used to check and ensure access is granted as the user moves between pages within Turnitin's website.

consortium account - an account type which is the parent for multiple institutional accounts. Consortium accounts do not allow instructors to directly join. Instructors must be added to an institutional or departmental account

criteria (GradeMark®) - criteria are a part of the Rubric Scorecard feature in GradeMark. Criteria describe the requirements for a submission to meet specific areas of the grading scale (GradeMark)

cumulative view - one of the viewing modes available on the Turnitin Originality Report. This view shows the best overall matches to the entire submission. This viewing mode is also known as "show best matches together"

repository - a set of information of a specific type or types. In the specific context of the Originality Report provided by Turnitin, repository is used to refer to the type of information the submission was evaluated against for direct matching or high levels of similarity. Available repositories include internet, archived internet, periodical/journal/publication information, and previous submissions.

default submission type - a user preference set by instructor or student users to define which file submission method should be displayed by default for submissions to an assignment in a Turnitin class

default user type - a user preference which determines the type of user homepage viewed after the user logs into Turnitin. Users may switch user types without logging out by use of the *user type* tool bar menu link

departmental account - Departmental accounts are created for specific departments within an institution to use Turnitin products. Instructors are able to join departmental accounts or be added by the departmental administrator

digital receipt - the digital receipt is a confirmation of a successful paper submission to a Turnitin assignment. The digital receipt contains the unique *paper ID* number, user name, submission date and time, class name, assignment title, and a copy of the submitted work. The digital receipt is shown on-screen after submission and a copy is sent by e-mail to the user at the e-mail address provided as the user login name. This e-mail is sent by noreply@turnitin.com and spam filters should be checked to

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ensure they do not block users from receiving this e-mail

direct source comparison - a type of viewing mode on the Turnitin Originality Report that allows users to compare a matching or similar area of a submitted paper with a specific source to visually assess the extent of matching or similar text. This view mode is provided to allow the user better determination of the usage of the matching or similar areas in both the submitted paper and the source found in the Turnitin repositories. Not all match types allow Direct Source Comparison

discussion board - the discussion board feature on Turnitin allows instructor and student users to converse through a basic discussion board feature as part of a Turnitin class. The discussion board is enabled by default but the instructor or institutional administrator for the account may disable this feature at any time. Instructor approval is required for topic posting, and replies on a discussion board may be moderated for content by a user in the class, and may be anonymous or attributed.

download (file) - transmission of a file from Turnitin to the computer of the user selecting to download files). Some users may need to enable file download due to security considerations on the web browser or computer being used

downtime - a period of time during which Turnitin will not be available or have extremely limited availability to users

due date - the due date on a Turnitin assignment indicates the date and time of day at which an assignment is due. Submissions after the due date and time may no longer be allowed and will be automatically blocked by the Turnitin system. Only the instructor can enable late submissions on an assignment on Turnitin. The due date must come after the start date and before the post date during assignment creation. The due date and time may be changed by the instructor at their discretion to meet the needs of a class.

e-mail address - an address at which a user may be contacted via e-mail with digital receipts, notifications or announcements (if enabled), new user login information or welcome notices, or password reset information in the event of a password reset request. A valid e-mail address is highly recommended due to the important information that can be transmitted via these e-mail from Turnitin. The e-mail address used on Turnitin is also the user name for logging into Turnitin.

e-mail updates - notification sent from Turnitin to the user with important information such as product upgrades, major changes, customer polls, class notifications, and scheduled downtime information

enrollment - student users on Turnitin must be enrolled in an active class. Student users can be enrolled by an instructor who provides the required information to create a user profile and e-mail the student. Student users can also be authorized to log into Turnitin and enroll in a class by use of the numeric class ID and the case

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sensitive class enrollment password selected by the instructor during class creation.

exclude bibliography - the exclude bibliography link is an option on the Turnitin Originality Report. Use of this feature automatically excludes information in the bibliography section of a paper. Only an instructor can exclude the bibliography permanently. Student exclusion of the bibliography will revert when the Originality Report view window is closed. This function is an approximation and not all bibliography structures will be correctly removed. Proper usage of bibliographic information can be determined by the class instructor

exclude quoted - the exclude quoted link is an option on the Turnitin Originality Report. Use of this feature automatically excludes information from directly quoted areas of the submission. Citation is not detected or disregarded. A significant percentage of overall quoted material will cause an automatic notification that the exclusion may be exceptionally large. Only the class instructor can exclude the quoted sections permanently. Student use of this feature will revert to normal when the Originality Report view window is closed. This function is an approximation and not all quoted material can be correctly disregarded. Correct use and type of quotation or citation in a submission is the jurisdiction of the instructor.

expired (class) - in the class context, an expired status indicates the class is no longer available for the instructor to create new assignments. Students will not be able to submit any new files. Existing submissions can still be viewed or downloaded. A class can be reactivated from expired status by the instructor from the class update screen

expired (account) - in the account context, an expired account is no longer available to create new sub-accounts or any instructor or student usage. Currently existing information will still be available for viewing. Expired accounts will need to contact a Turnitin account representative for renewal. Expired accounts on Turnitin will become inactive after a period of 180 days

export (GradeMark libraries) - saving and downloading a copy of a specific GradeMark rubric or QuickMark set locally to the computer of the user

export (stats) - downloading a copy of account statistics in a Microsoft Excel® format to a user's computer

feature - a part or aspect of a specific product, such as discussion boards which are a feature of the Turnitin product as a whole

general comment (GradeMark) - a general comment is created by an instructor reviewing a submission using the GradeMark digital assessment product on Turnitin. The general comment is not linked to a specific area of the paper.

GradeBook - a product which allows instructors to place grades on student submissions

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to Turnitin. Tracks and calculates grades for students across multiple assignments as well as providing statistics for the class or assignments for the instructor.

GradeMark - a digital grading product offered by Turnitin which allows instructors to place comments and QuickMark editing marks on a submission for students to review. This product also includes standardized rubric scorecards and the ability to share QuickMark standard editing marks and rubric scorecards between instructors on an account via export or via administrators using the libraries sharing feature of the GradeMark digital grading product

graph (GradeBook) **-** the graph feature in GradeBook allows an instructor or student user to view class or student performance in a number of different graph types to better display this information

holidays (calendar) **-** the holiday icon on the class calendar for a Turnitin class indicates a holiday entered by the class instructor. Instructors may set a holiday to indicate the class will not meet on this date. A holiday with this setting will show up with a blue highlight in the class calendar

homepage - the default login page, which is different based on the selected default user type of the user profile being accessed

homepage link - a user preference option available under the *user info* toolbar menu. The homepage link allows a user to embed the URL for a link to a specific page on their Turnitin class toolbar for quick reference if needed. This link is only available to the user who creates this homepage link for themselves. A *class homepage link* may be created by the instructor.

inactive (account) - an account which has expired longer than 180 days previous and is now inaccessible for reactivation or viewing

inactive (class) - a class which belongs to an inactive account. Information contained within inactive classes is no longer available and cannot be viewed by instructors or students

inactive (product) - a product which has not been purchased or has been deactivated for a specific account or course

individual account - this type of Turnitin account is limited to a single instructor user. Individual accounts receive limits to the number of Originality Reports and (if available) GradeMark digitally graded papers that can be generated

inline comment (GradeMark) **-** a comment typed directly onto the student submission by the instructor while reviewing the student work. The color of inline comments may be selected by the instructor.

institutional account - this type of Turnitin account is designed for an institutional location and can be separated into sub-accounts at the departmental level

instructor - the term used for teachers, tutors, or other student-assisting users added or authorized

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to join as instructors on a specific Turnitin account. A single person may be joined to multiple Turnitin accounts or sub-accounts using one user profile or separate user profiles. Users may fill more than one user type role on Turnitin

internet archive - Turnitin's web repository includes inactive or no longer available web pages and copies of pages that have changed over time. This allows Turnitin to search against information that is no longer available or which has changed over time.

items per page - a user info page preference that allows users to determine the number of items from any list they wish to see per page on Turnitin.

knowledge base - The knowledge base is an area we have created for our users to search for help or information on specific aspects of using Turnitin. Also available are frequently updated lists of the most common questions we receive.

libraries (assignment, peer review) - these library types allow instructors to easily, quickly copy or replicate existing assignments or peer reviews from one class to another

libraries (rubric) - the rubric library available from the instructor class homepage allows an instructor to create, review, edit, or delete the marking rubrics available for a peer review. Peer review rubrics are completely separate from GradeMark libraries of QuickMark editing and rubric scorecards

libraries (rubric scorecard, QuickMark) - the rubric scorecard or QuickMark scoring marks created by a particular user. These libraries allow a user to create, edit, apply, copy, move, or delete rubric scorecards or QuickMark editing sets. These libraries can be shared to section classes by a master class instructor. An administrator can share these libraries to all instructors on a specific account

list (calendar) - a view mode of the calendar that lists all of the information on a class calendar for the current year. This includes assignment information, notes, announcements, and holidays

log in - the act of an authorized user entering the e-mail address and personal password created for a user profile to enter Turnitin as the user associated with the e-mail address entered

master class - a class controlled by an instructor under which multiple section classes can be created. These section classes are controlled by Teaching Assistant (TA) users. Master classes cannot accept submissions but contain assignment sets that may be pushed into the sections of the master class

messages - a user tool bar menu link that leads to a page listing the current announcements and messages, if any, from Turnitin

metric question (peer review) - a metric question is create by instructors for students to assign ratings to a peer's paper during the peer review assignment. Metric questions allow a student to rate performance of the paper being reviewed against the given question on a scale of one to five

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moderator (discussion board) - moderation of the discussion board in a class is assigned by the instructor. The instructor may moderate the discussion or may assign this duty to a user in the class. The moderator must approve all replies before the reply becomes public and is posted to allow all users in the course to view the reply.

notes (calendar) - an instructor may place notes in the class calendar for information about the class that does not fit as an announcement or assignment. Class notes are visible to all students in the class.

notes (GradeBook) - a note may be added to the student overall grade or to a specific assignment for a student by the class instructor using the GradeBook product. These notes are viewed by the student through the *my grades* link on the class toolbar menu.

Optical Character Recognition (OCR) - Optical character recognition software converts a image of text information into an actual text document that can be read and altered by word processing software. Papers or documents transferred into a computer via a scanner require optical character recognition software conversion to be submitted to Turnitin. Turnitin only accepts documents containing actual text data rather than an imaged document or submission. Some scanners offer OCR conversion automatically, but most OCR conversion requires hand correction to resolve any inaccuracies which can cause major changes to the actual content of a document.

Originality Report - the Originality Report is a flexible document that allows students and instructors to review matches between a submitted work and the repositories scanned by Turnitin. Citations, quotations, and bibliographic material are all scanned against Turnitin's repositories to determine an overall similarity percentage as well as specific matches to similar text

Overall Similarity Index - the overall similarity index is a percentage indicating the similarity of the text submitted to information contained in the Turnitin repositories used for comparison on the assignment the submission was made in. This percentage indicates a percentage based on the length of the paper compared to the length of the areas flagged as similar during the comparison.

page information - the page information bar shows any information provided on the page, including error messages or tips on the use or requirements of the page the user is currently viewing within the primary areas of the Turnitin site.

paper - a paper refers to the document or file submitted by a user to an assignment in a class on the Turnitin website

paper ID - the paper ID number is a unique identifier that can be used to refer to a specific paper. The paper ID number can be viewed by accessing the paper in the assignment inbox for instructors. The paper ID number is also available on the paper view page,

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Originality Report, and GradeMark digital assessment view of the submission.

Peer Review - this product allows students to anonymously or with attribution review submissions made by other students within the course. Students reply to topic questions selected or created by the instructor as well as metric scoring questions. Basic rubric marking is available for students if selected by the instructor. A peer review assignment must be based on a normal Turnitin assignment where the student papers are initially submitted

Peer Review assignment - the Peer Review product allows an instructor to create an assignment where students will peer review the submissions of Turnitin classmates on a previous assignment. Peer review assignments distribute the papers based on the instructors selection of the distribution type to be used for the peer review. Once the due date passes, no further peer reviews can be written for the assignment by the students.

Plagiarism Prevention - this product creates Originality Reports for submissions in assignments on Turnitin. The Originality Reports allow instructors and students to easily determine any problems in citation or referencing and assists instructors in determining the originality of a submitted work

post date - the post date of an assignment is set by the instructor during the assignment creation. When the post date and time has passed, students will be able to view GradeMark and GradeBook information on their submissions in this assignment. If the assignment is a Peer Review, students will be able to read the assessments written by their peers after the post date passes. The post date does not control Originality Reports. The post date must come after the start date and due date during assignment creation.

product - a specific service, feature, or group of features offered by Turnitin as part of the purchase of a Turnitin license by an educational customer

QuickMark standard editing marks - A library of standard editing or correction marks provided by Turnitin which can be augmented by additional marks created by an instructor

quickview (Originality Report) - a view listing the sources for any matching or similar text at the top and shows the student paper with highlights indicating the matched or similar areas beneath. This is similar to the print view of Originality Reports.

reply (discussion board) - a posting made by a student in response to a discussion topic, or the response to an existing reply by another student in the discussion board.

resubmit - the act of submitting a new paper in place of an existing submitted paper. Resubmission can only be done if the instructor has set an assignment to allow students to overwrite until the due date and time of the paper, or if the instructor has manually deleted the student's existing submission in the assignment inbox. This option can only be enabled by the class instructor.

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revision (assignment type) - an assignment created by an instructor that is linked to an existing assignment. Revision assignments may have a different start, due, or post date than the primary assignment. Revision assignments allow instructors to easily enable students to submit multiple drafts of the same submission to different assignments. Revision assignments, like regular assignments, only allow one paper per student to be submitted.

rubric scorecard (GradeMark) - a scorecard which allows instructors to easily grade students based on a scaled assessment of the submission meeting certain criteria set for an assignment. The rubric scorecard automatically totals a grade for the submission based on the boxes checked on the scorecard

rubrics (peer review) - a set of basic editing marks or comments available for student or instructor use on a peer review assignment. Rubrics for a peer review must be selected on the assignment the review is based on. Some rubrics for peer review are provided by Turnitin. Instructors may also create their own peer review rubrics

scale (GradeMark) - A series of descriptors by which a student's submission is categorized on a rubric scorecard. Default scale entries are headed "Poor", "Fair", and "Good". Scale headings are customized by instructors creating or editing a rubric scorecard. Descriptions can be entered for instructor guidance at every point where a criterion meets a scale. Ex: The description where the Grammar criterion intersects with the Good scale may indicate 'Above average understanding of word usage'

secret question and answer - the secret question and answer set allows a user to reset their password immediately through the *Forgot your Password?* link on the Turnitin website. The secret question is selected from a list during user profile creation, and the user enters an answer. The answer is case sensitive and may or may not include spacing. Different capitalization or spacing when answering the secret question will result in rejection of the password reset attempt.

Secure Socket Layer - A security protocol available on many web browsers. Secure Socket Layer comes in version 2.0 and 3.0. The standard acronym for Secure Socket Layer encryption is SSL. SSL connection to Turnitin is available by clicking on the lock icon to the right of the login button on the main page at www.turnitin.com or by connecting directly to SSL at https://www.turnitin.com

section class - a subsection of the master class that is assigned to a particular Teaching Assistant (TA) on Turnitin

single source (Originality Report) - a view mode of the Originality Report where the user selects a specific source of matching or similar text to view. Only sources from the specific match will be highlighted on the Originality Report in the submission. Since multiple sources can be found for many similarities or matches, this may allow a user to dig down to determine a primary source of the

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matching or similar text.

start date - a date and time selected by the instructor when creating an assignment. The start date and time must pass before students are able to begin submitting to an assignment. Instructors are not prevented from submitting before the start date. The start date for an assignment must be before the selected due date and post date during assignment creation. This may be updated only by the instructor to meet the needs of a class.

student - a user type able to enroll in courses created by an instructor user. Student user profiles can only submit to assignments created by an instructor in a class they are joined to or have been authorized to join

student limit - the maximum active student count available for an account or accounts based on the number of student licenses purchased

student mode - the student view mode of a paper reviewed by an instructor using the GradeMark digital assessment product. Student mode allows the user to view or print the paper and to view or download a PDF or original format copy of the document that was graded. The download copy does not contain any of the GradeMark comment or scoring information. Student mode of viewing a GradeMark paper cannot remove or modify marks or grades in any way.

sub-account - an account created beneath a parent account. The Turnitin account tree allows for multiple sub-accounts created under each parent account. Only individual accounts may not create sub accounts. The number of institutional accounts created beneath a consortium account is determined by license purchases

submission - a file or files uploaded by a student or instructor user into an assignment within a Turnitin class. Only a single file per student user can be submitted to an assignment by a student user

submission type - Turnitin offers multiple submission types for students and instructors. Students are able to submit a single file at a time by either file upload or cut-and-paste submission. Instructors are able to submit files by file upload, copy and paste, zip upload, or bulk upload options. The default file type for a user to submit by can be viewed or changed in the preferences section of the user info page

syllabus (calendar) - the syllabus link on the calendar page allows a user to view the syllabus document, if any, for a specific class. The instructor is able to upload a class syllabus for easy reference by the students during the course.

teaching assistant - a user assigned access to one or more sections of a master class

thread (discussion board) - the list of replies and responses to a specific topic on the discussion board. The thread can be displayed based on the needs of the user by changing the viewing options on the topic in the discussion board. Each user must change these preferences as needed.

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topic (discussion board) - the topic is a question or statement to which students can reply on the class discussion board. Topics may only be approved by the instructor, though students may post a topic suggestion. Topic suggestions may be deleted by instructors.

topic question (Peer Review) - topic questions are a list of questions selected by an instructor for students to answer on a review of a peer's paper. Topic questions may be sorted into categories and may have minimum length requirements. Instructors have the option of including rubric sets for students to use during marking of peer's papers. Students may also place numbered marks during their reply to a topic question to indicate areas they are speaking to when answering a topic question.

total active students in applicable accounts - the number of active students in the selected account and any sub-accounts which are drawing on the selected account for student limit availability

upload (list) - sending a Comma Separated Values(CSV) or Microsoft Excel® document containing multiple sets of user information for bulk creation of student or instructor profiles. Also the bulk addition of users to an account or class

upload (file) - the act of submitting or sending a file into a specific assignment within a Turnitin for use with the Turnitin products selected for the class

user agreement - For access to any Turnitin product, all users of Turnitin must accept the Turnitin user agreement presented during user profile creation or during the first login with the user profile. The user agreement can be found by clicking on the link provided on the bottom of the page on the primary pages of the Turnitin website labeled *usage policy*.

user profile - the user profile is a set of user preferences and information associated with a specific ID within Turnitin. Each user profile requires a unique e-mail address. A specific e-mail address can only be used once within the Turnitin repository. New attempts to create a profile associated with an e-mail address currently existing in Turnitin will not succeed

user password - a user password is a six to twelve character, case sensitive password that requires the presence of at least one letter and at least one number. The user password is generated randomly when a user is created and added by list upload from the administrator or instructor, or is set by the user when joining the Turnitin account for their institution by creating a new user profile. User passwords may only be reset via e-mail to the user name selected or via use of the secret question and answer set for the user profile. No other method of password reset can be done outside of this manual system due to the privacy policies of the Turnitin website.

user type - Turnitin has three available user types. A single user profile may have access to all three user types to fulfill different functions. The user types are administrator, instructor, and student

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view mode (Originality Report) - the Originality Report can be viewed in multiple modes by users. These modes allow users to access the information presented in the Originality Report in the mode that most usefully presents the information of any matching or similar text in the comparison of the submitted work to the Turnitin repositories in use for a specific assignment.

writing review (assignment) - a writing review assignment is based on another assignment. The purpose of the writing review typically is to encourage students to self-assess the writing process in the previous assignment.

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